

Eltham Choral Society - Guidance for Section Representatives

Section Reps. provide an important link between members of E.C.S. and the Committee.

Section Reps. are volunteers who do not require election to the role which includes:-

1. Making themselves known to all members of their Section.
2. Liaising with the Membership Secretary in matters concerning their Section.
3. Providing support and assistance generally in support of the Society at the direction of the Committee (e.g. checking that Section members have signed up for concerts, encouraging assistance in setting up and clearing the concert venue and hall, promoting ticket sales etc.)
4. New members
 - Welcoming new members to the Society and where necessary liaising with the Treasurer to check that new members have received an application form.
 - Introducing new members to a few singers in the Section and showing them where to sit and the facilities of the rehearsal venue.
 - Ensuring new members know the options for hiring or buying music scores.
 - Checking within the first couple of weeks that the new member is settling in well.
5. Existing members
 - Passing any issues raised by members of their Section to the appropriate members of the Committee.
 - Organising the rehearsal interval refreshments according to the Rota and checking (the previous week) that supplies are available.
 - Checking for absences; making contact with the absentee if absence is prolonged.
 - Organising 'get well' cards for Section members who are seriously or chronically ill (expenses may be claimed).