

Notice is hereby given that the **Annual General Meeting of Milton Keynes Chorale
will be held on **Tuesday 17 October 2023**
at the **Church of Christ the Cornerstone** at **7.30pm****

All subscribing members are entitled to attend and vote on any motion.
and all papers will be published in advance via our website.

Papers will not be emailed to members.

Juliet Gilliland, Secretary

AGENDA

1. Apologies
2. To receive and adopt the Minutes of the October 2022 Annual General Meeting, if approved.
3. Matters arising
4. To receive the Musical Director's Report.
5. To receive the Board's report on the 2022-2023 season.
6. Finance:
 - (a) To note the Treasurer's report and audited accounts for the 2022-2023 season.
 - (b) To approve the membership subscription rates for 2023-2024: £220 per annum if paying in one lump sum and £228 for monthly payments at £19 per month. (Full-time students in higher and further education: £72. There is no change in fees proposed compared to 2022-23.)
7. To approve a revised Code of Conduct.
8. To approve the appointment of an Independent Examiner for the 2023-2024 season.
9. To appoint Trustees of Milton Keynes Chorale.

There are currently 11 Trustees:

Leah Attwood (Ordinary Trustee), Glenys Bloomfield (Membership Secretary), Ian Collcott (Internal Communications Manager and Making Music Rep), Karen Collcott (Health & Safety Officer and Safeguarding Officer), Sarah Dyer (PR Manager), Juliet Gilliland (Secretary and Web Editor), Jacky Holloway (Ordinary Trustee); Will Swann (Chair), Ruth Wilkinson (External Publicity & Events Manager), Anne Wood (Concert Manager), Cyril Wood (Treasurer).

In line with Clause 13 of our Constitution, four Trustees are required to retire from office at this AGM. Three Trustees, Leah Attwood, Ian Collcott and Karen Collcott, have all tendered their resignations from the Board and do not seek re-election. Under Clause 13(3), Glenys Bloomfield has opted to resign. Under Clause 16, she is eligible for re-appointment and has indicated her willingness to be re-elected.

The maximum number of Trustees permitted under Clause 12(3)(b) is 11.

The position of Membership Secretary and three Ordinary Trustee positions are now open for nominations. The role description for the Membership Secretary is attached.

The generic role description for every Trustee is as follows:

1. Act as a Trustee of the Chorale, fulfilling all requirements set out in the Constitution.
2. Act at all times in the interests of the Chorale, in collaboration with other Board members.
3. Prepare for and attend Board meetings, including reading circulated papers.
4. Adhere to Chorale policies and procedures and contribute to their development and periodic review.
5. Ensure personally assigned actions are followed up and reported back.
6. Communicate and represent the decisions of the Board to the members.
7. Participate in the management of the choir's activities by undertaking tasks agreed by the Board.

Nominations are now invited from members for the position of Membership Secretary and three Ordinary Trustees. All nominations must be given **in writing** to the Secretary by **Tuesday 10 October 2023** using the form available in the Member Area of our website along with all the papers for this meeting which will be published as soon as they have been received.

Any other business must be submitted to the Secretary by **Tuesday 10 October 2023**.



Membership Secretary Role Description

1. Act as a Trustee of the Chorale, fulfilling all requirements set out in the Constitution.

New members

2. Ensure that the approved voice part composition of the Chorale is maintained.
3. Inform potential members about the Chorale and explain joining process.
4. Arrange for potential members to attend rehearsal and welcome and support them through the joining process.
5. Record contact details of potential members, including voice part.
6. Introduce potential members to their Voice Representative, and to the Librarian for the hire of music.
7. Give potential members the application form at the appropriate time.

Auditions

8. Set up auditions in liaison with the Musical Director.
9. Contact potential members after audition to give appropriate guidance.
10. If successful, send out welcome letter and rehearsal schedule.
11. Inform appropriate officers of new member's admission to Chorale.

Member attendance

12. Produce and maintain rehearsal registers.
13. Ensure the register of attendance is completed at each rehearsal and retain registers as appropriate.
14. In liaison with Musical Director, determine eligibility of members to sing at events based on rehearsal attendance.

Subscriptions

15. Ensure member subscriptions are paid and take action as appropriate in liaison with the Treasurer in any cases of non-payment.

Membership records

16. Maintain membership records, including inactive members.
17. Maintain membership archive.
18. Inform appropriate officers of all changes to membership.
19. Maintain all membership records in accordance with Data Protection Policy.

Members leaving the Chorale

20. Where possible, discover reasons for members leaving and report findings to appropriate officers.
21. Maintain contact with former members where possible.

Voice Representatives

22. Recruit and oversee the work of Voice Representatives.
23. Brief new Voice Representatives on their role.
24. Keep Voice Representatives informed of the circumstances of members who are unable to sing, subject to confidentiality.

Member conduct

25. Act on any concerns about members' conduct as appropriate.
26. Ensure that members are aware of uniform requirements and speak to any member with incorrect uniform.