

Constitution and Terms of reference for the **Event Planning Team**

A. Constitution

1. The team shall be tasked by and report to the Executive Committee of the Society.
2. The Team shall include at least 3 members of the Executive Committee, one of whom must be a Director, e.g. the General Secretary. The team shall have 9 members.
The team shall elect a Chair from amongst their number. The Chair shall serve for 2 years and may stand for re-election.
3. The team shall hold enough ordinary meetings each year to plan each event. A special meeting may be called at any time by the Chair, or by any 2 members of the team, upon not less than 4 days' notice being given to the other members of the team of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.
4. The Chair shall act as Chair at meetings of the team. If the Chair is absent from any meeting, the members of the team present shall choose one of their number to be Chair before any other business is transacted.
5. There shall be a quorum when at least one half of the number of members of the team for the time-being are present at a meeting. The quorum shall include at least two members of the Executive Committee.
6. Every matter shall be determined by a majority of votes of the members of the team present and voting on the question, but in the case of equality of votes, the Chair of the meeting shall have a second or "casting" vote.
7. The advice of the MD on musical matters should be paramount and in the event of a voting disagreement the MD and a representative from the Event Planning Team shall submit their arguments to the Executive Committee, who will make a final decision by majority vote.
8. The team shall keep minutes of the proceedings at meetings of the team and any sub-team, and shall ensure that these are stored safely, and that they are available for inspection as required.
9. The team may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
10. The team may appoint one or more sub-teams, consisting of three or more members of the team, and brief them for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the team, would be more conveniently undertaken or carried out by a sub-team: provided that all acts and proceedings of any such sub-team shall be fully and promptly reported to the team.

B. Terms of reference

1. Tasking
2. Functions
3. Liaison
4. Reporting

1. Tasking

The Executive Committee will determine which of the future works / events of the society will go forward for detail planning following initial suggestions / recommendations by the EPT.

2. Functions (including but not limited to)

- a) Submissions for future events may come from the Music Director (MD), the EPT or choir members. All submissions should be circulated to the MD, the EPT for assessment, and the Executive Committee for information. The MD should be invited to assess the desirability and feasibility of suggested events, and raise any questions or potential difficulties in relation to the choir, place of performance, soloists, accompaniment, etc. by a specified date, before further discussion takes place. The EPT should then discuss and frame a potential programme, in liaison with the MD, before bringing it to the Executive committee for ratification.
- b) When planning, the team should bear in mind possible clashes with the events of other organisations.
- c) The team will, in liaison with the MD, compile and maintain a list of potential venues, considering location, size, cost, accessibility, etc. in order to make a selection for any particular event.
- d) The team will, in liaison with the MD, compile and maintain a list of potential soloists / performers taking into account availability, costs, etc. in order to make a selection for any particular event.
- e) The team will, in liaison with the MD, compile and maintain a list of potential accompanists (from pianists to orchestras), taking into account availability, costs, etc. in order to make a selection for any particular event. Having checked the availability of the Music Director, the team may need to appoint a conductor for any particular event.
- f) The team will assemble from the data collected in c) to e) their suggestions for each event to feed into the MD's assessment.
- g) The team is responsible for the event programme production in conjunction with the publicity team.
- h) The team may advise on any travel arrangements, parking, etc.

3. Liaison

- a) During the event planning process the team must maintain active and effective communication with the MD and the Publicity Team.
- b) At an early stage, then on an ongoing basis, there must be liaison with the Treasurer regarding financial viability.
- c) At an early stage there must be liaison with the Fund Raising Team to explore the possibilities for external funding.

4. Reporting

- a) The team will send copies of its minutes to the Chair of each team and to the Chair of the Executive Committee. The minutes will also be published in the members' area of the website.
- b) The team will report to the Executive Committee for approval / additional tasking.