

Constitution and Terms of reference for the **Publicity 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 2 members of the Executive Committee, one of whom must be a Director, e.g. the General Secretary. The team shall have at least 6 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 support 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 one member 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 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.
8. 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.
9. 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 publications of the society will go forward for detail planning and publishing following initial suggestions / recommendations by the PT.

2. Functions (including but not limited to)

- a) The team will provide the design and content of event publicity, having considered the possible selection of suitable publishing designs and formats.
- b) The team will compile a list of potential suppliers, considering capability, location, quality, cost, etc. in order to make a selection for any particular event.
- c) The team should obtain information on events and opportunities within “our area” for consideration and bear in mind possible clashes of our events with the events of other organisations.
- d) The team is responsible for the event programme production in conjunction with the Event Planning Team.
- e) The team should also produce choir related articles for information outlets including:
Press – local, free, trade.
Online – website, information sites.
Local radio and TV contacts.
Social media.
Local council contacts, church and other musical contacts.
Other choirs / music groups.

3. Liaison

- a) During the publicity planning process the team must maintain an active and effective liaison with the MD and the EPT.
- b) At an early stage 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 of publicity / for publicity support in fund raising.

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.