



AUSTRALIAN MILITARY WIVES CHOIR

ROLES OF OFFICE BEARERS, COMMITTEE MEMBERS AND REGIONAL VOLUNTEERS

1. Introduction

The AMWChoir is able to operate because of members who volunteer for executive roles on the National Committee and for leadership roles in location choirs. These are described in attached role statements and relationship diagram.

2. National Committee

Responsibilities

The responsibilities of the National Committee are prescribed in Part 3 of the *Association Rules (2021.Doc1)*. Clause 11 of the Rules states:

- “11. The Committee ... –
- a. Controls and manages the affairs of the association; and
 - b. May exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association general meeting; and
 - c. Has power to perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the association.”

Clause 12 of the Rules sets out the constitution and membership of the National Committee:

- “1. The Committee consists of –
- a. The office-bearers of the association.
 - b. The general Committee members of the association.
2. The office-bearers of the association are –
- a. The National Business Manager; and
 - b. The National Music Director; and
 - c. The National Treasurer; and
 - d. The National Secretary.
3. There are three general Committee members of the association.”

The three general Committee members can be utilised in any way deemed appropriate by the Committee. They are currently designated as:

- ♪ National Keeper of the Music
- ♪ Social Media Co-ordinator; and
- ♪ Project Officer.

Role Statements for the general Committee members are provided at **Attachments E to G**.

Term

Clause 13.8 of the Rules sets out the maximum term that an individual may hold a Committee position:

- “8. Commencing from the date of acceptance of the Association Rules Australian Military Wives Choir Canberra Incorporated Version 2017.1 at the AGM dated 7 October 2017, a member may hold a Committee position for a maximum of 5 consecutive years. On the 6th consecutive year, the member cannot nominate for a Committee position. However, the member may be eligible for nomination if –
- (a) No nominations are received by the annual general meeting for the committee position the member wishes to nominate for; and
 - (b) The general membership at the annual general meeting votes to allow the nomination for that member to proceed.”

3. Office Bearers

The principal Officer Bearers of the AMWChoir, who are also members of the National Committee, are:

- ♫ National Business Manager (also Chair of the National Committee);
- ♫ National Music Director;
- ♫ National Treasurer; and
- ♫ National Secretary.

Specific conditions that apply to these roles are described above and in **Attachments A to D**.

The other Office Bearer is the Public Officer. The AMWChoir is incorporated in the Australian Capital Territory. In the ACT, the *Associations Incorporation Act* requires every incorporated association to have a ‘public officer’. The public officer responsibilities under the Act are to ensure that forms and documents are submitted to the Registrar-General, and to act as the primary contact person for the organisation. The public officer may, but does not need to, be part of the committee; the AMWChoir’s Public Officer is generally not a member of the National Committee.

Clause 14.2 of the Rules sets out the preferred location of the Office Bearers and Committee Members:

- “2. In relation to the elected Office Bearers –
- (a) In the case of the roles of National Business Manager and Secretary, it is preferable that the office holders reside in the Canberra region.
 - (b) In the case of the National Music Director, the office holder must hold appropriate qualifications in music and/or singing and/or choir direction/conducting.
 - (c) In the case of the Public Officer, the office holder must reside in the ACT.”

4. Regional Volunteers

The AMWChoir depends on the contribution and commitment of its regional volunteers. The primary volunteer roles within the location choirs are:

- ♪ Choir Director (sometimes known as Singing Leader); and
- ♪ Choir Co-ordinator.

Most location choirs have an Accompanist, who is a honorary member, and some also have a dedicated Keeper of the Music.

The process for members to apply for the volunteer roles is detailed in *Volunteering for AMWChoir (2021.Doc12)*. Clause 14.3 of the Rules describes which of the Office Bearers is ultimately responsible for the selection and appointment of the Volunteer roles:

- “3. Selection of and appointment to Regional Volunteer roles must be in writing and made by –
- (a) In the case of Choir Directors, by the National Music Director.
 - (b) In the case of Choir Co-ordinators, by the National Business Manager.
 - (c) In the case of Accompanists, by the National Music Director.”

In addition to the roles specifically mentioned above, the AMWChoir currently has a National Accompanist, and draws on members to fill roles in website and IT administration and support and in sub-committees established to organise events such as the National Workshops.

Role statements for these roles are provided in **Attachments H to K**.

5. Relationships

The Office Bearers (except the Public Officer) and Committee Members are nominated by the membership and elected at Annual General Meetings. Volunteer roles are appointed in accordance with Clause 14.3 of the *Association Rules*, as described in Part 4 above, by the National Business Manager and/or the National Music Director.

The relationships between all of the roles (except the Public Officer) are demonstrated in the diagram at **Attachment L**.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment A

ROLE STATEMENT

Role Title	National Business Manager
Category	Office Bearer and National Committee Member
Reports to	National Committee and AMWChoir membership
Required Location	Canberra region
Email Address	business.manager@amwchoir.com

Role Requirements

The National Business Manager works in collaboration with the National Music Director to lead, direct and represent the AMWChoir at a strategic level. The National Business Manager is responsible for the overarching business management and governance of the AMWChoir.

The National Business Manager shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

Responsibilities

The responsibilities of the National Business Manager include:

1. Develop and oversee policy and procedures in relation to business, governance and administrative activities, and the ongoing development of Choir character, culture and operations.
2. Be the primary contact for the AMWChoir in relation to all business and administrative activities and obligations.
3. Chair all Committee meetings, including Annual and Special General meetings, and lead discussions, activities and strategic decision making.
4. Oversee, support and provide advice to all Office Bearers and Committee members in relation to their responsibilities.
5. In conjunction with other Committee members, undertake regular strategic and business planning and oversee the implementation of strategies.
6. In collaboration with the National Treasurer and National Music Director, contribute to the completion of applications for grants and approaches for fundraising and sponsorship.
7. In conjunction with the National Treasurer, ensure appropriate governance and risk management strategies are in place in relation to funding and the management of financial resources. Approve allocation and expenditure of funds and act as a signatory to the AMWChoir's bank accounts.
8. In conjunction with the National Music Director, provide appropriate guidance and support to Choir Directors and Choir Co-ordinators in relation to their responsibilities.
9. Ensure that the Choir's legal obligations are met.
10. As required, liaise with, and represent the AMWChoir to, key stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, the AMWChoir Patron and other VIPs.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment B

ROLE STATEMENT

Role Title	National Music Director
Category	Office Bearer and National Committee Member
Reports to	National Committee and AMWChoir membership
Required Location	Not specified
Email Address	nationalmd@amwchoir.com

Role Requirements

The National Music Director works in collaboration with the National Business Manager to lead, direct and represent the AMWChoir at a strategic level. The National Music Director is responsible for the overarching musical direction of the AMWChoir.

The National Music Director shall, at all times:

- ♫ display and model the values, qualities and characteristics of the AMWChoir;
- ♫ abide by the AMWChoir's *Association Rules*, *Code of Conduct* and other policies;
- ♫ act in an ethical manner and in the best interests of the AMWChoir.

The National Music Director must have appropriate qualifications in music and/or singing and/or choir direction/conducting. The role should be considered as a minimum two-year commitment.

Responsibilities

The responsibilities of the National Music Director include:

1. Develop and oversee the implementation of policies and procedures relating to musical direction, and the ongoing development of choir character, culture and operations.
2. Be the primary contact for the AMWChoir in relation to all music, choral and performance related activities and obligations.
3. Select all music and associated support materials, including the creation of those support materials (e.g. 'prac tracs'), when necessary.
4. Appoint location Choir Directors and location Accompanists, having regard to the requirements of these roles and the experience and expertise of volunteers.
5. Provide appropriate support and guidance to location Choir Directors, Choir Co-ordinators and Accompanists in relation to their responsibilities. Deliver training to location Choir Directors and Accompanists, including the programming and delivery of the annual Music Leaders Training Workshop.
6. Nurture and support the establishment of new location Choirs, when and where appropriate.
7. Oversee the purchase of equipment for choirs and act as a signatory to the AMWChoir's bank accounts.
8. Play a key role in the programming and delivery of the annual National AMWChoir Workshop, including arrangements for associated performance opportunities.
9. Select and direct national performance opportunities and provide advice to Choir Directors in relation to performance opportunities in their locations.
10. Provide support and regular (quarterly) briefings to the AMWChoir Patron.
11. In the absence of the National Business Manager, chair Committee meetings.
12. Contribute to the completion of applications for grants and approaches for fundraising and sponsorship.
13. Attend Committee meetings and contribute to Committee discussions, activities and strategic decision making.
14. As required, liaise with, and represent the AMWChoir to, key stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, the AMWChoir Patron and other VIPs.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment C

ROLE STATEMENT

Role Title	National Treasurer
Category	Office Bearer and National Committee Member
Reports to	National Business Manager
Required Location	Not specified
Email Address	treasurer@amwchoir.com

Role Requirements

The National Treasurer works in collaboration with the National Business Manager to manage all aspects of the AMWChoir's finances.

The National Treasurer shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

It is preferred that this role be occupied by the same person for a minimum of two years, to ensure coverage for more than one financial year.

Responsibilities

The responsibilities of the National Treasurer include:

1. In conjunction with the National Business Manager, ensure appropriate governance and risk management strategies are in place in relation to funding and the management of financial resources.
2. Manage the AMWChoir's bank accounts and financial records. Receive and process all requests for reimbursement, receipts and invoices. Act as a signatory to the AMWChoir's bank accounts.
3. In consultation with the National Business Manager and National Music Director, prepare the annual budget for the AMWChoir.
4. Manage and monitor the AMWChoir's budget and accounts, acquit funds on an ongoing basis. Prepare monthly financial reports for presentation to National Committee meetings. Arrange for the annual, independent audit of accounts and present audited statements to the Annual General Meeting.
5. Manage and utilise the AMWChoir's computer applications *Squarespace* and *Stripe* in support of financial activities.
6. In consultation with the National Business Manager and National Music Director, complete applications for grants and contribute to approaches for fundraising and sponsorship.
7. Process, order and distribute purchases of AMWChoir uniforms and other merchandise. Process and manage membership fee payments.
8. Maintain the AMWChoir's asset register.
9. Develop and oversee the implementation of policies and procedures relating to financial management.
10. Attend Committee meetings and contribute to Committee discussions, activities and strategic decision making.
11. As required, liaise with, and represent the AMWChoir to, key stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, the AMWChoir Patron and other VIPs.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment D

ROLE STATEMENT

Role Title	National Secretary
Category	Office Bearer and National Committee Member
Reports to	National Business Manager
Required Location	Canberra region
Email Address	secretary@amwchoir.com

Role Requirements

The National Secretary works in collaboration with the National Business Manager to manage and maintain all of the AMWChoir's business and administrative records.

The National Secretary shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

Responsibilities

The responsibilities of the National Secretary include:

1. Receive applications for membership and maintain the Members Register. Provide member registration information – including annual workshop and training registrations – to location Choir Directors/Co-ordinators in a timely manner to assist in planning and member support.
2. In consultation with the National Business Manager, prepare and distribute agenda for regular National Committee Meetings, Annual General Meetings and Special General Meetings. Give at least 14 days' notice (by email) to members of Annual General Meetings and Special General Meetings and distribute all relevant documents.
3. Record the participants and proceedings of National Committee Meetings, Annual General Meetings and Special General Meetings and prepare the minutes of the meetings. Distribute the minutes of the National Committee Meetings within 14 days of the meeting. Distribute the minutes of the Annual General Meetings and Special General Meetings within 28 days of the meeting.
4. Keep and manage records of elections and appointments of Office Bearers and National Committee members.
5. Act as a signatory to the AMWChoir's bank account.
6. Prepare general correspondence in relation to AMWChoir matters.
7. Attend Committee meetings and contribute to Committee discussions, activities and strategic decision making.
8. As required, liaise with, and represent the AMWChoir to, key stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, the AMWChoir Patron and other VIPs.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment E

ROLE STATEMENT

Role Title	General Committee Member – National Keeper of the Music
Category	National Committee Member
Reports to	National Music Director
Required Location	Not specified
Email Address	music.keeper@amwchoir.com

Role Requirements

As a General Committee Member, the currently designated National Keeper of the Music works with the National Music Director to manage and maintain all aspects of the AMWChoir's music and associated stationery.

The General Committee Member shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules*, *Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

Responsibilities

The responsibilities of the National Keeper of Music include:

1. In consultation with the National Music Director, purchase and manage sheet music for the AMWChoir's repertoire.
2. Distribute sheet music and music folders to location choirs. Maintain a register of all sheet music and distribution of music and folders. Conduct a stocktake of music and folders on an annual basis.
3. Maintain a register of permissions, licences and copyright requirements for each work. Ensure that all music is managed in accordance with these licencing and copyright requirements.
4. Provide support, as required, to the National Music Director, Choir Directors, Choir Co-ordinators and Choir Keepers of Music, in relation to the AMWChoir's repertoire and sheet music.
5. Attend Committee meetings and contribute to Committee discussions, activities and strategic decision making.
6. As required, liaise with, and represent the AMWChoir to, key stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, and licencing organisations and copyright holders.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment F

ROLE STATEMENT

Role Title	General Committee Member – Social Media Co-ordinator
Category	National Committee Member
Reports to	National Business Manager and National Music Director
Required Location	Not specified
Email Address	publicity@amwchoir.com

Role Requirements

As a General Committee Member, the currently designated Social Media Co-ordinator works with the National Business Director and National Music Director to manage all aspects of the AMWChoir's social media presence and other publicity activities, including internal Choir communications.

The General Committee Member shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

Responsibilities

The responsibilities of the Social Media Co-ordinator include:

1. Further the ongoing development of Choir character, culture and operations by maintaining a social media discourse that uplifts, informs and inspires members.
2. In accordance with the AMWChoir's *Social Media Policy*, administer the AMWChoir's public Facebook page, Members Facebook group and Instagram sites and hashtags. Take appropriate action in response to posts that do not adhere to the Policy. Oversee the location choir Facebook groups and provide guidance to the Choir Directors/Co-ordinators in relation to the administration of their groups.
3. Seek out and respond to opportunities (including other than through social media) to publicise and promote the AMWChoir. Maintain contact with Defence Member and Family Support (DFMS) and other sponsors to ensure ongoing exposure of AMWChoir, its mission and its activities.
4. As required, design, procure and distribute marketing and promotional materials. Support and respond to requests for marketing and promotional materials from location choirs.
5. Attend Committee meetings and contribute to Committee discussions, activities and strategic decision making.
6. As required, liaise with, and represent the AMWChoir to, key stakeholders, including DMFS, existing and potential sponsors, and the AMWChoir Patron.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment G

ROLE STATEMENT

Role Title	General Committee Member – Project Officer
Category	National Committee Member
Reports to	National Business Manager and National Music Director
Required Location	Not specified
Email Address	projects@amwchoir.com

Role Requirements

As a General Committee Member, the currently designated Project Officer works with the National Business Director and National Music Director to undertake specific projects aimed at enhancing any aspect of the AMWChoir's operations.

The General Committee Member shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

Responsibilities

The responsibilities of the Project Officer include:

1. In consultation with the members of the National Committee and Choir Directors/Co-ordinators, define and undertake special projects that support the mission and ongoing operations of the AMWChoir
2. Attend Committee meetings and contribute to Committee discussions, activities and strategic decision making.
3. As required, liaise with, and represent the AMWChoir to, key stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, the AMWChoir Patron and other VIPs.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment H

ROLE STATEMENT

Role Title	Choir Director
Category	Regional Volunteer
Reports to	National Music Director
Required Location	Choir location
Email Address	cd.[location]@amwchoir.com

Role Requirements

The location Choir Director works with the National Music Director and the location Choir Co-ordinator to provide leadership and musical direction to a location choir. The Choir Director must be prepared to commit to running fortnightly rehearsals throughout the Choir year.

The Choir Director shall, at all times:

- ♪ display and model the values, qualities and characteristics of the AMWChoir;
- ♪ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♪ act in an ethical manner and in the best interests of the AMWChoir.

The location Choir Director should possess the necessary qualities and commitment to ensure a safe, welcoming and non-judgmental environment for all singers, allowing them to 'leave [their] cares outside the door', relax and produce excellent vocal work. These qualities include patience, compassion and a welcoming and encouraging manner.

Responsibilities

The responsibilities of the Choir Director include:

1. Under the direction of the National Music Director and in collaboration with the Choir Co-ordinator, provide leadership to the location choir in accordance with the *Guidelines for Establishing and Managing a Choir* (2021.Doc11).
2. Collaborate with the Choir Co-ordinator to ensure that invitations to rehearse, perform or attend choir activities are inclusive and encouraging.
3. Direct, teach and encourage singers during fortnightly rehearsals and when preparing for performances
4. Select songs from AMWChoir repertoire for rehearsals and performances. Plan for, practise and present new and established music in accordance with the *AMWChoir Director's Music Planner* framework.
5. In consultation with the National Music Director and in collaboration with the Choir Co-ordinator, seek out and plan for appropriate and meaningful performance opportunities that meet the AMWChoir's performance selection criteria. Rehearse and prepare choir members for the performances.
6. Receive confidential member registration information from the National Secretary for the purpose of supporting singers, organising rehearsals, performances and events. Ensure that member privacy is protected at all times.
7. In conjunction with the Choir Co-ordinator and in consultation with the National Social Media Co-ordinator, ensure that choir communication, including social media, contains posts and messages that relate to choir business only, in accordance with the *Social Media Policy (Doc 9)*.
8. As required, liaise with, and represent the AMWChoir to, key regional stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, VIPs and potential members.
9. In the absence of a location Choir Co-ordinator, undertake the responsibilities of the Choir Co-ordinator.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment I

ROLE STATEMENT

Role Title	Choir Co-ordinator
Category	Regional Volunteer
Reports to	Choir Director and National Business Manager
Required Location	Choir location
Email Address	coordinator.[location]@amwchoir.com

Role Requirements

The location Choir Co-ordinator works with the location Choir Director, and in consultation with the National Business Manager, to provide leadership and co-ordination of all administrative activities to a location choir. The Choir Co-ordinator must be prepared to commit to running fortnightly rehearsals throughout the Choir year.

The Choir Co-ordinator shall, at all times:

- ♫ display and model the values, qualities and characteristics of the AMWChoir;
- ♫ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♫ act in an ethical manner and in the best interests of the AMWChoir.

The location Choir Co-ordinator should possess the necessary qualities and commitment to ensure a safe, welcoming and non-judgmental environment for all singers, allowing them to 'leave [their] cares outside the door', relax and produce excellent vocal work. These qualities include patience, compassion and a welcoming and encouraging manner.

Responsibilities

The responsibilities of the Choir Co-ordinator include:

1. In collaboration with the Choir Director, provide leadership and administrative support to the location singers in accordance with the *Guidelines for Establishing and Managing a Choir* (2021.Doc11).
2. Co-ordinate and/or undertake all administrative activities for the location choir including membership registration, rehearsals, performances and social activities.
3. Receive confidential member registration information from the National Secretary for the purpose of supporting singers, organising rehearsals, performances and events. Ensure that member privacy is protected at all times.
4. At the beginning of each calendar year, conduct a risk assessment and complete a *Risk Management Checklist* (2021.Form10-1) and prepare a COVID Safety Plan (in accordance with the requirements of the relevant State or Territory) in relation to the rehearsal venue. Submit these documents to the National Business Manager.
5. In liaison with the National Keeper of Music, distribute music folders and sheet music to location members at the beginning of each year and new sheet music, as required. At the end of each year, collect all music folders and sheet music from members and undertake a stocktake. (**Note 1:** If the location choir has a Keeper of Music, this responsibility is undertaken by that person.)
6. Liaise with the National Secretary in relation to records of membership registrations and attendance at rehearsals, performances and workshops. Oversee the completion of *Attendance Roll* (2021.Form11-1) and report the data to the National Secretary,

10. Communicate with members via approved media. In conjunction with the Choir Director and in consultation with the National Social Media Co-ordinator, ensure that choir communication, including social media, contains posts and messages that relate to choir business only, in accordance with the *Social Media Policy (Doc 9)*.
7. Liaise with the National Treasurer in relation to the distribution of uniforms and other merchandise purchased by location members, reimbursement of receipts, and purchase recording and management of assets.
8. As required, liaise with, and represent the AMWChoir to, key regional stakeholders, including Defence Member and Family Support (DMFS), existing and potential sponsors, VIPs and potential members.

Note 2: The Choir Co-ordinator or Choir Director may seek the support of volunteer members to undertake some of these responsibilities. Responsibilities in relation to financial management and reporting to the National Committee cannot be delegated.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment J

ROLE STATEMENT

Role Title	National Accompanist
Category	Volunteer / Honorary Member
Reports to	National Music Director
Required Location	Not specified
Email Address	national.accompanist@amwchoir.com

Role Requirements

The National Accompanist works with the National Music Director to give overarching, national support to the AMWChoir's training, workshop, rehearsals and performances at a representational and national level. The National Accompanist does not need to meet the AMWChoir's membership eligibility requirements and is deemed an honorary member. She must, however, register as a member annually to satisfy legal and insurance requirements.

The Accompanist shall, at all times:

- ♫ display and model the values, qualities and characteristics of the AMWChoir;
- ♫ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♫ act in an ethical manner and in the best interests of the AMWChoir.

The National Accompanist must hold qualifications in pianoforte at a professional level and be experienced in accompanying choirs in rehearsal and performances at representational standard.

Responsibilities

The responsibilities of the National Accompanist include:

1. Be available to accompany the AMWChoir, as a whole or in part, at national level performances. Notify the National Music Director as soon as is practicable if unable to accompany a rehearsal or performance. (**Note 1:** Details of prospective national performances will be provided as early as practicable to allow the National Accompanist to advise her availability.)
2. Provide expertise for national support, training, and development opportunities, by developing and running workshops, leading voice part rehearsals and accompanying in-training sessions.
3. Support the National Music Director in her role to uplift, edify and support choir members musically.
4. Prepare vocal warm-ups, repertoire and other music as identified by the National Music Director for each rehearsal.
5. Accompany voice parts to support learning of individual vocal sections and combined vocal sections.
6. Play vocal warm-ups as provided by the National Music Director, including playing warm-up melodies in any key (usually chromatically ascending and descending).
7. Prepare identified performance repertoire to performance standard.

Note 2: National events may include travel from the National Accompanist's home location and may attract rehearsal, performance and/or allowances. The cost of approved travel will be reimbursed and allowances paid, at the discretion of the National Committee, on presentation of a *Reimbursement Claim Form (Form 7-2)* or an appropriate invoice, together with associated receipts, to the National Treasurer.

Note 3: Wearing of the AMWChoir uniform is encouraged for performances and will be provided to the National Accompanist at the discretion of the National Committee. A pink performance scarf will be issued immediately prior to a performance. These remain the property of the AMWChoir and must be returned afterwards.



AUSTRALIAN MILITARY WIVES CHOIR

Attachment K

ROLE STATEMENT

Role Title	Accompanist
Category	Regional Volunteer / Honorary Member
Reports to	Choir Director
Required Location	Choir location
Email Address	[location].accompanist@amwchoir.com

Role Requirements

The location Accompanist works with the Choir Director to play the AMWChoir repertoire for a location choir. The Accompanist must demonstrate a level of proficiency on her instrument sufficient to support the learning of voice parts, and accompany the repertoire in rehearsal and for performance. Proficiency can be demonstrated through proof-of-exam qualifications, evidence of choir accompaniment experience or an audition that displays the requisite skills. Support, training and development opportunities, provided by the National Music Director and National Accompanist, are available to Accompanists at national workshops and leadership training programs.

The Accompanist does not need to meet the AMWChoir's membership eligibility requirements and is deemed an honorary member. She must, however, register as a member annually to satisfy legal and insurance requirements.

The Accompanist shall, at all times:

- ♫ display and model the values, qualities and characteristics of the AMWChoir;
- ♫ abide by the AMWChoir's *Association Rules, Code of Conduct* and other policies;
- ♫ act in an ethical manner and in the best interests of the AMWChoir.

Responsibilities

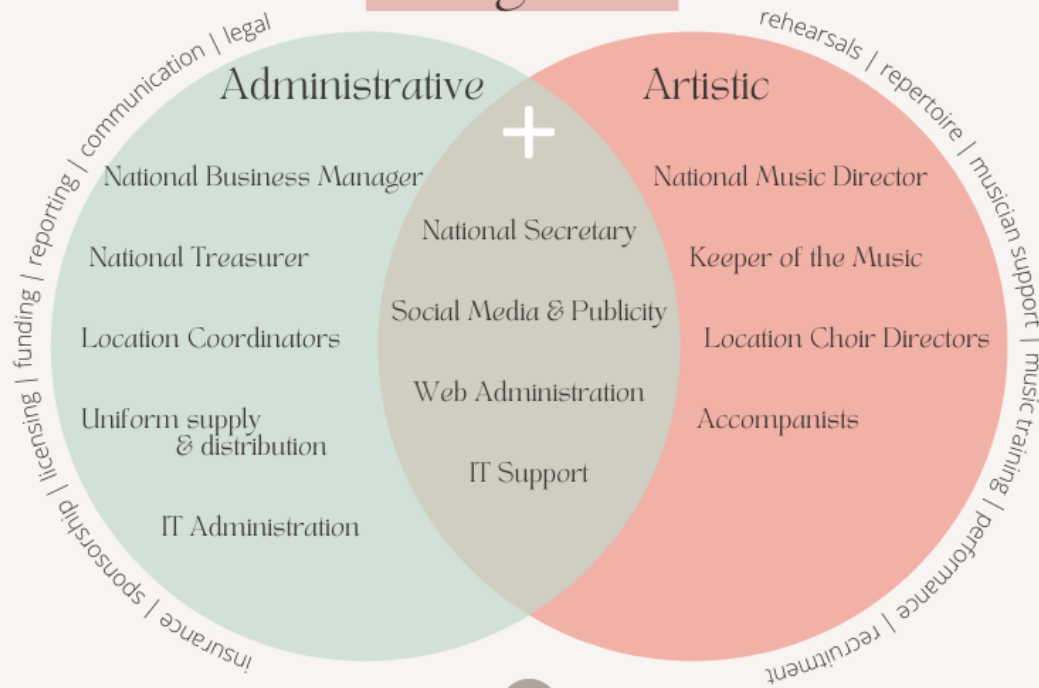
The responsibilities of the Accompanist include:

1. Be available to accompany the choir at fortnightly rehearsals and appropriate performances. Rehearsals generally occur on the first, third and fifth Thursdays of each month. Notify the Choir Director and/or Choir Co-ordinator as soon as is practicable if unable to accompany a rehearsal or performance. (**Note 1:** Details of prospective performances will be provided as early as practicable to allow the Accompanist to advise her availability.)
1. Support the Choir Director in her role to uplift, edify and support choir members musically.
2. Prepare vocal warm-ups, repertoire and other music as identified by the Choir Director for each rehearsal.
3. Accompany voice parts to support learning of individual vocal sections and combined vocal sections.
4. Play vocal warm-ups as provided by the Choir Director, including being able to play warm-up melodies in any key (usually chromatically ascending and descending).
5. Prepare identified performance repertoire to performance standard.

Note 2: Attendance by Accompanists at rehearsals and performance may attract an allowance. Allowances will be paid, at the discretion of the National Committee, on presentation of a *Reimbursement Claim Form (Form 7-2)* or an appropriate invoice to the National Treasurer.

Note 3: Wearing of the AMWChoir uniform is encouraged for performances and will be provided to the Accompanist at the discretion of the National Committee. A pink performance scarf will be issued immediately prior to a performance. These remain the property of the AMWChoir and must be returned afterwards.

AMWChoir Volunteer Roles Diagram



● **Administrative Roles**
 National and location roles that support the social and operational structure of the Choir.

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National and location roles that support the musical, social and operational direction of the Choir.

● **Artistic Roles**
 National and location roles that support the musical direction of the Choir.