**Salisbury Musical Society: Who does what? Where do I go for help?**

**Chairman/Officer: Luke March** (Bass 1)

**Email:** luke.march@salisburymusicalsociety.org.uk

Overall leadership of the Society.

Chairman of Committee

Interval notices/day to day communication with members

**Society Secretary/Officer: Clare Tawney** (Alto 1)

**Email:** clare.tawney@salisburymusicalsociety.org.uk

Day to day running of the administration of the Society, including the Committees and AGM.

Contact point for Society business and general enquiries.

Organisation of rehearsals and rehearsal venues.

**Treasurer/Officer: Stephanie Ford** (Alto 1)

**Email:** sten.ford@salisburymusicalsociety.org.uk

All financial affairs of the Society.

Ensure payment of membership fees.

Timely payment of bills, expenses.

All contact with HMRC (Gift Aid) and Charity Commission (annual Charity return)

**Membership Secretary: Carole Bexon** (Sop 2)

**Email**: membership@salisburymusicalsociety.org.uk

Members database – update of personal information.

Attendance registers – rehearsals and concert.

Re-auditions.

Membership enquiries.

Youth Award Scheme.

**Social Secretary: Heather Bache** (Alto 1)

**Email:** heatherbache@sky.com

Organisation of social events

**Patrons’ Secretary: Sue Blyth** (Sop 1)

**Email:** sue\_blyth@ntlworld.com

Patrons’ membership – becoming a patron to the Society.

Maintaining the database of Patrons.

Priority booking for concerts for Patrons.

Society social event invitations.

**Librarian: Linda Nardone** (Sop 2)

**Email**: lin.nardone@salisburymusicalsociety.org.uk

Ordering of music scores for members for future concerts: hire or purchase.

Return of hired music.

Payment via Treasurer for hire or purchase if music.

All these functions are done through the SMS website.

**IT Manager: Les Rose** (Tenor 1)

**Email:** IT-manager@salisburymusicalsociety.org.uk

All IT issues including Website, Emails, payments via website.

**IT Admin: Lorraine Blakey** (Sop 1)

**Email:** lorraine.blakey@salisburymusicalsociety.org.uk

Website maintenance and social media

**Ticket Manager: Campbell Edgar** (Tenor 2)

**Email:** campbell.edgar@salisburymusicalsociety.org.uk

Tickets for members and the general public are available for purchase through the SMS Website

Patrons’ tickets.

**Publicity Manager: Di Verdon-Smith** (Sop 2)

**Email:** di.verdonsmith@gmail.com

All concert publicity.

Concert Sponsors.

**100 Club: John Foster** (Tenor 2)

**Email:** john.foster@salisburymusicalsociety.org.uk

100 Club fund raising – using collectors for each voice part.

**Part-Reps**

**Please contact directly at a rehearsal.**

**Sop 1 – Sue Harris**

**Sop 2 – Carole Bexon**

**Alto 1 – Kate Henderson**

**Alto 2 – Sonia Woolley**

**Tenors – Les Rose**

**Basses – Andy Hales**

Welcome new members to the Society and help them “settle in”.

Act as a sounding board for members – raise concerns with the Committee.

In the event of an evacuation, confirm that members in their voice part are accounted for.

Alert the Membership Secretary to members who may have a problem affecting attendance.

Assist the Committee with the efficient running of the Society.

**Society President: Roy Bexon**

**Email:** roy.bexon@salisburymusicalsociety.org.uk

The primary role of the President is to be an advocate for the choir to the public in general and to be a source of advice for members of the choir and its committee.

**For further information, please see the Members Handbook, Revised August 2021.**