



## **Welcome to the BCCF Board!**

Congratulations and welcome to the BC Choral Federation Board of Directors! We are thrilled that you have chosen to join this organization to share the joy of life long choral music across British Columbia!

Experience has shown us that many new Board members feel somewhat overwhelmed in understanding what the BCCF does and what their individual role can/should/will be in the organization. We hope that this document will help you truly to be '*on board*' and allow you to develop your own place in this great organization.

Details follow on:

- understanding roles and responsibilities of each person
- determining your own role in the Board, the organization, and the provincial choral scene
- deciphering acronyms and insider language

### **Who's who**

#### **Staff:**

Executive Director: Willi Zwozdesky  
Project Manager: Brigid Coult  
Bookkeeper: Anita Lindsay  
Communications Coordinator/WebMaster: Andy Rice

#### **Board Executive:**

Chair: Paul Cummings  
Vice Chair: Anita Comba  
Past Chair: Janette Walker  
Treasurer: Ron Hagerman  
Secretary: Lise Coppin  
Communications: Christine Chepyha

### **BCCF Information Sources:**

#### **Website**

<http://bcchoralfed.com>

Our website holds a variety of information and will continue to evolve as communication needs change. It's a great starting point for conversations and a place to direct general inquiries about the BCCF, its activities and members.

#### **Facebook**

<http://facebook.com/bcchoralfed>

Our main social media channel shares amazing stories from our members, affiliated organizations, and choral news from around the world. It is also an effective method for sharing member concert news, workshop details and tidbits and trivia, all related to the choral world. (if you haven't already, please 'like' us, and invite your network to do so as well).

## Twitter

<http://twitter.com/bcchoralfed>

Another social media channel also used for sharing BCCF and member events, workshops, concerts, news and views. Add it to your following list.

## Instagram

<http://instagram.com/bcchoralfed>

Our third pillar on social media, it's the place to find those great images from our events/workshops and those of our members.

## Board Structure

- Twenty Regional Representatives who have specific responsibility for representing their geographic areas.
- Seven Members-at-Large, most of whom have specific responsibilities on the Executive.
- Appointed members, e.g. the BC Youth Choir representative and the Chorfest coordinator.
- The Willan Council (non-voting members), who provide an advisory role for the organization, as well as dreamers and idea-generators for the organization. Membership in the Willan Council is granted to recipients of the Willan Award, and is a lifelong commitment.
- All staff (non-voting members)

## Networking with Board Colleagues

BCCF regional representatives are grouped into three **Super-Regions**, each with a coordinator:

**FRASER/COASTAL:** Metro Vancouver reps, Upper Fraser Valley and Sunshine Coast. Smallest geographic area with the most choirs.

*Regional Coordinator: Alan Sanderson*

**THE ISLANDS:** North, Central and three reps for Capital Region/Gulf Islands

*Regional Coordinator: Fran Pollet*

**NORTHERN/INTERIOR:** Northeast and Northwest BC, Kamloops/Cariboo, North and South Okanagan, and Kootenays. Largest geographic area with the fewest choirs.

*Regional Coordinator: Sharon Carrington*

Regional reps focus mainly on their individual locales, but are also asked to network with each other for support and for projects that involve coordinating regional activities. Getting to know your local members will provide a wealth of information for you individually, and for the organization provincially. Consider creating a local advisory group or network to assist you with:

- helping to organize an event
- soliciting news and concert information from choirs in your area
- providing feedback on what the BCCF can do for your area (such as workshops, fundraising)
- being a source of alternate representation in the (hopefully rare) occasion you have to miss a Board meeting
- helping you identify a possible successor when the time comes to step down.

Funds are available for each region to be used for communication, for meetings and other needs. Apply to the BCCF office (through our Project Manager) for these funds, and we ask you to keep track of how they are used. **You should never be out of pocket!**

### **Additional Committee work:**

In addition to the regional responsibilities, all Board members are asked to participate in at least one age-related focus group:

CHILDREN, YOUTH, ADULTS, or SENIORS (LIFELONG SINGERS)

and in one of the following committees:

ADVOCACY, BOARD DEVELOPMENT, COMMUNICATION, MEMBER SERVICES or FUNDRAISING

Much of this work starts in person at Board meetings and then continues in teleconference calls at the discretion of the committee.

### **Board Meetings**

Full Board meetings happen three times a year:

- at the end of September,
- at the end of January,
- at Chorfest (a May event).

### **Reimbursement for travel, lodging**

- If you drive, \$0.51/km can be claimed.
- For those in the far reaches of the province, flying may be a cheaper option and you may claim your travel expense.
- Ferry costs may be claimed.
- \$125 is allowed for lodging and there is a \$50 allowance for meals taken en route.
- Travel and lodging is also paid in May for Board members who are registered for Chorfest and attending both the AGM and the subsequent Board meeting. (If you're not registered for Chorfest but coming only for the meeting, only one day is paid). We ask that you keep all receipts and submit them with your expense form, available from Anita at the Board meetings.

September and January meetings generally take place in Vancouver (locations vary) on a Saturday – 10 am - 4 pm, with lunch provided. \*\*During COVID-19 times, these may be replaced by Zoom calls. Based on need (and budget), the September Board meeting may convene on a Friday afternoon and extended into early evening, followed by a Saturday meeting from 9 am -- 4 pm. The May meeting takes place wherever Chorfest is happening, and is usually a breakfast meeting. If you are unable to attend a meeting, please brief an alternate as fully as you can, and send them in your place.

## **Your Roles and Responsibilities**

- You are the face and the ears of BCCF to your local community
- Connecting with member choirs (and individual BCCF members) is a major focus for regional reps. Use your best methods - emails, phone calls, coffee shop meetings, dropping in on rehearsals, going to concerts, tweeting, Facebook messaging - the sky's the limit!
- Advocacy - for the importance of music education in schools - for the value of singing together in choirs and choruses and the overall benefits to communities of every shape and size and location across BC
- Assisting member choirs in accessing BCCF benefits: helping to identify topics for workshops, communicating upcoming BCCF activities both locally and provincially
- Guiding members in award nominations
- Ensuring members know about BCCF events: Chorfest, BCYC, Children's Chorfest/Teens Chorfest choirs, Seniors' Chorfest, BCCF-hosted concerts, Choral Stage, Choral Da Capo, local workshops
- Sharing information about activities, events, news in your area with your Regional Coordinator
- Assisting BCCF staff in maintaining up-to-date member listings
- Directing members to share their concert news at the BCCF website and through Facebook event listing
- Reminding members to share their choral news with the rest of the province - by submitting stories (or story ideas) to our Communications Coordinator
- Listening to members about their choral needs - from specific workshop topics to more information about hosting clinicians or creating joint concert events - the possibilities are endless
- Referring members to the Virtual Library and the Choral Library Database as additional methods to enhance their own repertoire collections

## **And the role of the BCCF?**

Membership has its privileges! "What can BCCF do for us? Why should we join?" We hope that you can be a great advocate for the benefits of a BCCF membership (choral, individual, institutional or corporate).

- Member choirs benefit from BCCF's liability insurance policy - the reduced rates are well worth the cost of BCCF membership alone
- Monthly e-news shares choir news, concerts, workshops, events and choral tips directly to your inbox
- Networking with choirs, singers, conductors, composers, arrangers, board members from across the province.
- Access to BCCF's main activities/projects:
  - Chorfest (which *may* include Children's, Teens and/or Young Adult Chorfest choirs)
  - Seniors' Chorfest
  - Choral Da Capo
  - Choral Stage
  - BC Youth Choir
  - Regional workshops
  - BCCF Fundraising Raffle

- 6 choral awards recognizing excellence in BC
- Choral Library access – the Virtual Library and the Library Database projects are continually growing and offer access to a wide variety of music.
- Being part of a larger community of life-long singers across Canada - and helping encourage continued development and performance opportunities for our members
- Presenting Regional Workshops. The BCCF offers a variety of workshops, and often our regions request specific topics or clinicians.

Grants are available for such events, either to run them purely as a BCCF event or to help a choir do so with BCCF sponsorship. The application forms are available from the Project Manager. Also available from the Project Manager is contact information for a wide variety of clinicians. One of the reasons we have such a good reputation with the people who help to fund us is that we really DO deliver our services throughout the province.

### **What sort of events could be offered?**

The following have all proved popular:

- Voice workshops – for low voices, for high voices, for unchanged voices, for mixed choirs, for aging voices. Vocal health or technique focus, style or method focus.
- *A Singing Day* with a theme: perhaps church music, vocal jazz, spirituals or one main work
- Choir management workshops – general purpose, or possibly with a specific focus; for instance; financial management, promotion/publicity, social media engagement, library listings, legal issues
- A day for children or for youth
- Creating an 'event weekend' with a joint concert followed by a workshop
- Gather as many local choirs as possible, and have a Parade of Choirs - for a cause or for a celebration

## Related Choral Organizations

### Provincial organizations:

BCCF	British Columbia Choral Federation
BCYC	British Columbia Youth Choir
BCCFYC	British Columbia Choral Federation Youth Council
BCMEA	British Columbia Music Educators' Association

### National organizations:

Choral Canada	Association of Canadian Choral Communities <i>Podium</i> : biennial conference of Choral Canada
NYC	National Youth Choir
CACA	Canadian Association of Choral Administrators
Choir Alberta	Choir Alberta
SCF	Saskatchewan Choral Federation
Manitoba Sings!	Manitoba Choral Association
CO	Choirs Ontario
ACQ	Alliance des chorales du Quebec
NBCF	New Brunswick Choral Federation
NSCF	Nova Scotia Choral Federation
Choral NL	Choral Newfoundland
<i>(There are no choral federations in PEI or the three Territories)</i>	
SOCAN	Society of Composers, Authors and Music Publishers of Canada

### International organizations:

ACDA	American Choral Directors Association
IFCM	International Federation for Choral Music
ABCD	Association of British Choral Directors
ASCAP	American Society of Composers, Authors and Publishers