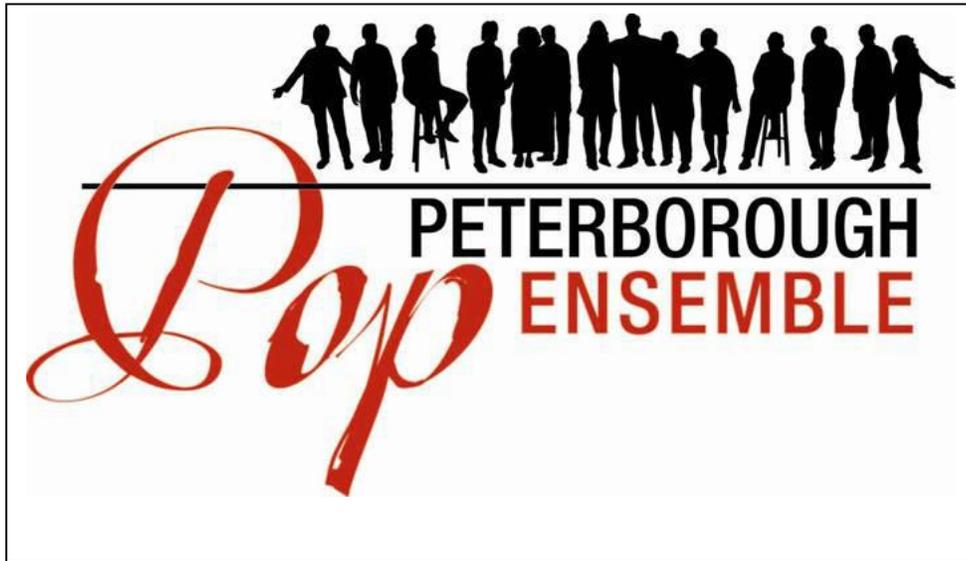


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## **Membership Handbook 2010-2011**

**Office/Mailing Address:** 477 Mark Street  
Peterborough, ON  
K9H 1W1

**Telephone:** (705) 740-6052

**Website:** [www.popensemble.com](http://www.popensemble.com)

Members' website can be accessed from the main website.

**Email:** [info@popensemble.com](mailto:info@popensemble.com)



## The Peterborough Pop Ensemble

The Peterborough Pop Ensemble is a performance-oriented choral group with the goal of providing its members and audiences with a musically rewarding and enjoyable experience. This auditioned ensemble, directed by its founding director, Barbara Monahan, strives to provide each singer with the opportunity to explore and expand individual talents, musicianship, and associated performance skills. The Peterborough Pop Ensemble also endeavours to enhance the image of Peterborough not only in neighbouring communities, but also throughout Ontario. They were recently declared Civic Ambassadors to the community in light of their contributions past, present, and future.

The ensemble originally began in February 2000 as part of The Peterborough Singers, but by mutual agreement, parted ways in January 2009. The Peterborough Pop Ensemble became incorporated as a not-for profit organization in July 2009 and has since established itself as a choral ensemble which stands for excellence, supports the community and local charities, and is well respected throughout the community.



## Membership

- All members of The Peterborough Pop Ensemble audition with the director.
- Individuals seeking membership must have solid musicianship and reading skills, as well as excellent vocal quality suitable to the jazz/pop style of the ensemble. Auditions will take place on an “as needed” basis.
- A member who is invited to join the group will be asked to do so for a probationary time of six months, at which time the director and members will meet to discuss permanent membership in the group. This is at the discretion of the director who must consider the vocalist’s blend, musical skills, and “fit” with the group before making a final decision.
- Members will not be expected to audition every year; however, from time to time the director will connect with a member to discuss his/her role within the group.
- If for any reason a member is asked to leave the group, it will occur at the discretion of the director who will speak with the member.
- **A promotional group photo will be taken once each year. While all efforts will be made to have all current members in the group photo for media/promotional purposes this is not always possible.**
- **There is no fee to be a member of The Peterborough Pop Ensemble; however, this does mean that there is an expectation of support for making the pop ensemble as an entity operate – each member brings gifts to the group that will be used to ensure its success.**



## Attendance

- You must inform the Director if you are going to miss a rehearsal. Once you are aware that you will be away, please call or email immediately. Sometimes the absence of a member will affect the rehearsal order. The sooner the director knows of your absence, the better.
- Members will always be informed of a concert day well in advance of the date. This means there should be time to make arrangements. Attendance at a performance is mandatory. Of course, there will be extenuating circumstances from time to time which cannot be changed.
- The Peterborough Pop Ensemble often is called to perform with little notice, as well as perform at various functions such as hockey games or charity events. These community events are outside our normal concert schedule. If you cannot attend these events, simply inform the director or business manager.
- From time to time a small group from within the Pop Ensemble may represent the group at certain community events. In most cases, this is simply because many members of the group cannot attend but all parts can be covered by those who are able to go. This decision is at the director's discretion.



## Rehearsals

- Rehearsals are held weekly, Sunday evenings, from 7:30 pm – 9:30 pm unless otherwise indicated. Extra rehearsals may be planned prior to concerts.
- Rehearsals are held in the sanctuary at Northminster United Church, Sunset Blvd., Peterborough, ON. Parking is available in the back parking lot of the church.
- Members are asked to enter through the side door off the driveway entrance to the parking lot.
- Please arrive to be ready to sing at 7:25 pm.
- **Scented products MUST NOT be used. Please come to rehearsals and concerts SCENT-FREE. This includes the use of scented fabric softener on clothes.**
- Every member will be assigned a folder # which will be written on all copies of the music distributed throughout the year. It is the responsibility of each member to take care of the music and return it in good condition. Music which is lost will need to be replaced at the expense of the member.
- A black binder (sometimes two) will be needed to hold your music. You may make markings in the music using a pencil.

- Songs for all concerts will be memorized, unless otherwise directed.
- Personal rehearsal is very important. Whenever possible, recordings of selections will be made available to assist in learning. These can be found at the members' site, accessible from the main website. A password and login will be given to each member.
- Rehearsal time is primarily for the development of style, nuance, balance, and polishing the performance. For this reason, limited time will be spent going over individual parts during rehearsal. If you are having difficulty with a section of a song, it will be up to you to work on it independently and come back to the following rehearsal knowing your part.
- Every member's sound is vital to the total sound of the group. Voices will be placed according to quality, part, and song structure. From time to time, a member may be moved to a new location within the group during a rehearsal prior to a performance. Members need to be flexible.
- Vocal independence is absolutely necessary. Members will rarely sing beside their own part so it is imperative that each member is capable of holding his/her vocal line within the harmony.



### Communication

- Communication between the Director/Business manager and the members of the Ensemble will occur through personal conversations, meetings, phone calls, and email; however, **email is the most common method**.
- Members are expected to check their email inbox frequently for updates and inquiries. Emails will usually be short and subject specific.
- If a reply is requested, this will be indicated in the subject area of the email.
- Members are asked to reply to an email inquiry as soon as possible. Many times decisions about special events/concerts are made based on responses by the members and these responses are extremely important. When a member does not reply, a follow up phone call or email is required. Even if a member is unsure, a reply at least confirms that the email has been read and a reply will follow.
- Dates of events and concerts are on the main Pop Ensemble website (under EVENTS) and also on the members page. Once concert/event dates are determined, a list will be sent to all members.
- If a member does not have internet, printed copies will be made available.
- The list of performance dates will be updated throughout the year as necessary.
- It is recommended that each member maintain a email folder for all emails connected to the Pop Ensemble which would make it easier to locate information at a later date.



## Member Participation and Responsibilities

- Since there is no membership fee to belong to the Peterborough Pop Ensemble, it is expected that each member participate in some aspect of the organization.
- Some responsibilities are ongoing throughout the season, while others are more concert specific.
- A list of jobs/responsibilities will be created each season and each member will have the opportunity to select a suitable area according to his/her talents and expertise.
- The Peterborough Pop Ensemble's success is a result of solid leadership AND teamwork. Help and support from all members is vital.
- The list of specific jobs/responsibilities can remain with the same member for many years or be assigned one year at a time. Some specific jobs/responsibilities will be created as required by the events of the season.
- All members MUST assist in set up and/or take down of concerts and/or events.



## Performances and Concert Dress

- A member is expected to arrive at all performances on time and performance ready (music, music stand –if required, appropriate concert dress)
- Not all performances will have a dress rehearsal. These are determined by the type of concert being performed, the technical requirements, and the availability of the venue. Members will be informed of specific dress rehearsals.
- Members will be given a specific arrival time on a per concert basis.
- **Members are asked to avoid wearing any scented products at a concert. This includes using fabric softener on clothes.**
- Concert dress for the Pop Ensemble is black pants, black shoes, and a Pop Ensemble shirt. It is the responsibility of each member of the ensemble to purchase a black shirt which features the Pop Ensemble logo. These shirts are purchased from a local business. It is recommended that each member have two shirts – one for summer and one for winter.
- From time to time, concert dress is changed due to the event. In this case, members will be informed of these changes in advance as to allow time to organize clothing. (i.e. dress black, costumes for specific shows, jeans for casual events)



## **Solos, Duets, and Small Group Performances**

- Some repertoire and concerts will provide opportunity for solos, duets, or small group performances, and individuals will be asked by the director to perform these special selections based on how suitable their voice is for the song, the type of performance style that may be required, and how the individual voices blend.
- Selection is at the discretion of the director who may, from time to time, ask individuals to “audition” the piece.
- Every attempt will be made to balance out the special performances – providing opportunity for every interested member of the group to have a chance to be featured in a selection.
- Members who are interested in performing a solo, duet, or in a small group are encouraged to speak to the director privately.
- It is the Director’s intention to highlight the talents of every member and will attempt to do so fairly; however, there are times when certain voices must be selected for the best performance result.



## **Board of Directors 2011-2012**

Gavin Muir – *President*

Ted Ingram - *Vice-president*

Ginny Friesen – *Recording Secretary*

Susan McKnight – *Business Manager/Marketing*

Barbara Monahan – *Director*

Sharla Trudell – *Finance/Treasurer*

Madeleine MacDonald – *Music Librarian*

Dustin Bowers - *Accompanist*

