

Emerald City Women's Chorus: Member Guidelines

A welcoming community in North Seattle for all women

Mission Statement

Emerald City Women's Chorus is a non-audition chorus in North Seattle that provides an easy-going, fun, and welcoming community for all women who love to sing simply for the joy of it.

Our Values

- Community-building
- Easy-going
- Inclusive
- Variety of music
- Music education
- All levels of musical experience and knowledge are welcome
- Fun
- No auditions
- Excellent sound
- Manageable time commitment
- Performance opportunities

Attendance

- Attendance at all rehearsals and concerts is expected.
 - Members should notify the choral director when they plan to miss a rehearsal
 - If rehearsals are missed, members should spend time learning the music at home
- For inclement weather
 - The choral director will decide by 5:00 p.m. on the day of rehearsal whether to cancel or hold rehearsal
 - In the case of snow, ice, windy or other treacherous driving conditions that don't impact power, an email will be sent to all members notifying them of the director's decision to cancel or to hold rehearsal
 - In the case of a power outage, each member should contact one of the management team members to find out if the rehearsal will be held
 - Regardless of the decision to hold a rehearsal, if members don't feel safe venturing out in the weather, please don't try to come to rehearsal

Music

- All sheet music received during the quarter belongs to the member. A possible exception to this is sheet music that is lent to the chorus for temporary use, in which case the sheet music is expected to be returned to the lender.
 - The quarterly fee includes payment for new sheet music
 - Members are encouraged to mark their music with notes during rehearsal
- Members are responsible for obtaining their own black binder for use at concerts

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- Members are encouraged to hole-punch the sheet music as needed for insertion into their concert binder
- Members are encouraged to keep their music for potential future re-use
 - The choral director may re-use sheet music from past quarters
 - The quarterly fee calculation assumes there is some re-use of music from the past as a way to keep costs down

Concerts

- There will be one or more concerts at the end of each chorus quarter
- Members will be notified of scheduled concerts at the beginning of each quarter
- All members are expected to participate in each concert

Quarterly Fees and Refunds

Quarterly fees are necessary to pay for music, rehearsal and performance space, our director and accompanist, any guest musicians, and any other equipment or supplies required.

- Fees are paid on a quarterly basis for the entire quarter
 - There is no reduction in the quarterly fee for members who do not attend all rehearsals
- Fees should be paid in-full no later than the second (2nd) rehearsal of the quarter
 - Members are encouraged to pay their quarterly fee before the quarter starts
 - Prospective members are welcome to attend one (1) rehearsal prior to paying the quarterly fee to “try out” the chorus
- Payment methods:
 - Online: Music Center of the Northwest's web site
 - <https://www.musiccenternw.org/ecwc>
 - Members are strongly encouraged to pay online as early as possible, since this simplifies the registration and payment process at the beginning of the quarter
 - At rehearsal: By check
 - Make payable to Music Center of the Northwest and include Emerald City Women's Chorus on the memo line
 - By Mail: Mail check to Music Center of the Northwest
 - P.O. Box 30757, Seattle, WA 98113
 - Make payable to Music Center of the Northwest and include Emerald City Women's Chorus on the memo line

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- By Phone: Provide a credit or debit card to Music Center of the Northwest's office staff during office hours (10:00 a.m. – 8:00 p.m.)
 - 206-526-8443
- Cash: In person at Music Center of the Northwest during office hours (10:00 a.m. – 8:00 p.m.)
 - 901 N 96th Street, Seattle, WA 98103
 - Cash cannot be accepted at rehearsal
- Fees are non-refundable, except in extreme circumstances.

Advertising Chorus Concerts and Soliciting New Members

Members are encouraged to:

- Distribute flyers in stores and public places you frequent
- Email flyers to family and friends
- Post flyers and information on any social media pages you use
- "Like" and "Share" the Emerald City Women's Chorus Facebook page
- Invite family and friends to attend choral concerts

Fundraising

Members are encouraged to participate in fundraising activities:

- Sell tickets for choral concerts
- Encourage friends and family to donate to the chorus
- Make donations to Music Center of the Northwest for benefit of the Emerald City Women's Chorus
 - Donations can be made by check payable to Music Center of the Northwest - include Emerald City Women's Chorus on the memo line - and mail to Music Center of the Northwest (P.O. Box 30757, Seattle, WA 98113)

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Management Team

- The chorus is governed by a five (5) member management team. Each management team member is responsible for one of the following areas:
 - Membership
 - Publicity
 - Music Center of the Northwest
 - Concerts
 - Operations
- The management team meets once or twice a quarter and during the summer to manage the business of the chorus and coordinate with the choral director
- Chorus members should bring their concerns and suggestions to the management team for consideration
- Chorus members are encouraged to join the management team when an opening is available - please talk with a current management team member for more information

Music Center of the Northwest

- The Emerald City Women's Chorus is affiliated with Music Center of the Northwest who manages finances for the chorus
- All fee payments and donations are payable to Music Center of the Northwest for the benefit of the Emerald City Women's Chorus
- Music Center of the Northwest is a 501(c)(3) organization – consult your tax advisor to determine if a donation is tax deductible

Chorus Roster

- The chorus roster, which includes all chorus member names, their section, and contact information, is for chorus-use only
- Its function is to facilitate communication among members regarding chorus business, such as arranging for carpools and extra rehearsals for sections
- Members will receive the current roster after quarterly registration is completed

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Scent-Free Chorus

To minimize the possibility of a reaction to fragrances, chorus members should not wear perfume or other scents to rehearsals or concerts

Volunteer Opportunities

To the extent that members are physically able, everyone should help put away chairs at the end of each rehearsal.

In addition to the management team, there are many volunteer opportunities with the chorus. Please consider helping when the management team asks for volunteers.

- Weekly Needs
 - Rehearsal setup –unlocking the rehearsal space and setting out chairs
 - Rehearsal take down – ensuring the space is picked-up and doors are locked
 - Snack coordinator – manage coffee/tea supplies and coordinate snack volunteer list
- Occasional Needs
 - Concert committee – assist management team with set-up, take-down, organizing refreshments, managing ticket sales, organizing gift for director and pianist
 - Communications – sending occasional emails as needed by director and management team
 - Facility co-liaison – assist management team to coordinate monthly payment and address any chorus issues with the rehearsal space
 - Co-publicity – assist management team to develop recruitment and concert flyers and written materials, update materials for web page and Facebook page

Prospective and New Members

- Prospective members are welcome to “try out the chorus” by participating in one (1) rehearsal before they commit to join
 - Prospective members must RSVP to EmeraldCityWomensChorus@gmail.com before coming to a rehearsal, and will receive an email response confirming the date or suggesting another time
- After the third (3rd) rehearsal of the quarter, new members will not be accepted until the beginning of the next quarter
- The Management Team will check-in with new members at the 2nd or 3rd rehearsal to answer questions and provide more information about how the chorus operates