

OMVC - CHECKLIST OF STEPS TO MEMBERSHIP FOR PROSPECTIVE CHORISTERS

ACTION	ARRANGED BY	INFORMATION CIRCULATED TO	DATE
INTRODUCTION to Conductor, President and welcomed by members	Section Leader or introducing member		
Allocated to a SECTION	Conductor	Secretary, Librarian, Section Leader	
Allocated to a BUDDY	Conductor, Section Leader		
End of first night (or next rehearsal) receives INFORMATION FOR PROSPECTIVE MEMBERS sheet. Encouraged to return.	Section Leader, Secretary		
MUSIC FOLDER issued by Librarian	Librarian, Section Leader		
MONITORED for appropriate section placement and readiness for audition	Section Leader in consultation with Music Monitor		
AUDITION material agreed. Date set.	Section Leader in consultation with Conductor	Prospective member	
AUDITIONED	Conductor		
AUDITION OUTCOME communicated	Conductor	Prospective member, Section Leader, Secretary, Treasurer	
FEES calculated	Treasurer	Prospective member	
MEMBERSHIP APPLICATION FORM issued	Section Leader, Secretary		

APPLICATION submitted to Management Committee for consideration	Secretary	Prospective member, Section Leader	
FEES PAID	Prospective member, Section Leader	Secretary Name Badges Co-ordinator	
NAME BADGES ordered	Name Badges Co-ordinator		
UNIFORM issued when \$50 hire fee paid	Wardrobe Manager, Treasurer		
WORKING WITH CHILDREN Number. Member encouraged and assisted to obtain.	Section Leader	Secretary	
INFORMATION PACK FOR NEW MEMBERS issued	Section Leader, Secretary		
INDUCTION. New member inducted at next concert	Name Badges Co-ordinator, Section Leader, President		