

## Roles and Responsibilities of Members Policy

In order to keep the orchestra running, it is expected that every member:

- Sells season tickets and tickets for each concert
- Participates in fundraising activities (e.g. Thrifty/Fairway cards, etc.)
- Attends the Annual General Meeting (AGM). Happens yearly towards the beginning of the season

### A. General Playing Members. Members are required to:

- Register for the entire season and pay the membership fee of \$175.00  
Reduced fees can be negotiated with the Treasurer.
- Arrive 30 minutes prior to rehearsals, to help set up chairs, stands and equipment.
- Arrive 45 minutes prior to concerts to make sure their seat is appropriately set up.
- Following rehearsals, assist with putting chairs away, putting stands in carts/racks and stowing them in our locked storage area, along with any rehearsal related equipment.
- Practice their parts.
- Treat orchestra colleagues, including the Music Director, Leader, and section principals with respect at all times during rehearsals and concerts
- Refrain from conversing with each other, talking or tapping feet during rehearsals and performances.
- Observe cues from the conductor, including starting and stopping when indicated.
- Record the conductor's instructions in soft pencil on their music.
- Take care of music signed out to him/her and erase all markings on rental music before returning music to the librarian. **Members will be charged for damaged or lost music.**
- Observe the tuning order: lower strings, upper-strings, winds, and brass, unless otherwise instructed by the conductor. Members will maintain silence during the tuning process.
- Every string player should bring their music to each rehearsal in case their stand partner is absent.
- Appropriate attire and professional appearance for concerts:
  - Women: Black long sleeved or three-quarter sleeved blouses/dresses; full-length dress/skirt/slacks; clear, nightshade or black stockings or black socks, and black shoes. No perfume or scented products please.
  - Men: Black suit or tuxedo with white shirt, black bow tie, black socks, black shoes, no perfumed or scented products please.
  - Jewelry tends to sparkle under house lights, so please keep jewelry to a minimum.
  - All personal belongings should be left off-stage in the Green Room.
  - At any time during each concert when the conductor asks the orchestra to stand for a bow, everyone should turn to face and smile at the audience.
- If confidential issues arise within section, notify the principal player. If it can't be resolved, then please contact the Music Director.
- Cell phones must be turned off before rehearsals and concerts start. Calls are not to be taken during rehearsals or concerts.

## Roles and Responsibilities of Members (con't)

### B. String Section Principals

- Bows parts for their section and marks potential difficult passages prior to the first rehearsal. Photocopies or scanned PDFs are to be supplied to the section from which members are to mark in their own bowing. If PDFs are sent, it should be done a minimum of a week before the first rehearsal with instructions that markings are to be transferred immediately to the music within the string players' folder. In the case of the first rehearsal of the season, the players will be expected to show up with bowing and other markings by the second rehearsal.
- Decides articulations in consultation with the Music Director.
- Each string section principal will maintain a contact list of section members (phone numbers and e-mails) and forward the new, complete list of their section to the Concert Master and Communications Director, who will forward the new list to the current Music Director.
- Establishes seating by desk (outside/inside) for each concert considering capabilities, seniority, and personalities. Seating should be communicated to the Communications Director a week before the first rehearsal so that information can be mailed to our Music Director (particularly important when we have new/guest conductors). Shares the seating plan with section members several days ahead of the first rehearsal for each concert.
- At the first rehearsal for each concert, confirms the e-mails for all players in their section and updates any changes to the contacts as listed above.
- May arrange informal section rehearsals.
- Arranges for extra musicians in consultation with the Music Director. Writes thank you notes to musicians who fill in when appropriate. **Payment, if required for musicians, must be approved in advance by the Board and confirmed by signed contract.**
- Monitors the attendance of their section and insures that the Music Director is aware of the potential absence of members a week prior to each rehearsal.
- Collects music from section members who are unable to play a concert.
- Discusses issues/problems within their section, including attendance and lateness concerns, and notifies the Music Director of the discussion and its results as appropriate.

### C. Concert Master

- Bows first violin parts and marks potential difficult passages prior to the first rehearsal
- Communicates with other string section leaders to ensure consistency in bowings.
- Tunes the orchestra - tuning order will be lower strings, upper strings, winds, brass unless otherwise instructed by the conductor.
- Provides leadership to all string section members during rehearsal
- Receives short verbal resume from potential new strings players (from Communication Director or the player), and invites the new player to sit beside appropriate strings section leader to determine appropriate seating within the orchestra.
- Serves on the music committee to represent strings
- Sits on audition panels
- May arrange informal section rehearsals
- Leads scheduled strings sectionals for violins

## **Roles and Responsibilities of Members (con't)**

### **D. Ticket sales**

Members are encouraged to sell a minimum of 2 season tickets and sell tickets for the concerts. Tickets sales are required to meet the expenses of the orchestra and keep the cost of membership down. Season tickets are available for purchase up to the first concert. Single tickets for concerts are available part way through each rehearsal cycle, see the Concert Manager for details. Tickets may be given out in advance to orchestra members, but must be returned or paid for by the dress rehearsal for that concert.

Please inform our Concert Manager with the contact information of the recipients or purchasers of tickets in case there is a change in the concert performance (e.g. venue, time, or date).