

IPSWICH HOSPITAL COMMUNITY CHOIR

Members' Welcome Pack

Introduction: Welcome to Ipswich Hospital Community Choir! We hope you will enjoy singing at rehearsals and performances. We support a number of hospital events, many over the Christmas period. We have also sung in joint concerts with the Ipswich Hospital Band and St Peter's Band at St Peter's by the Waterfront. We regularly sing at the St Elizabeth Hospice Light up a Life Service, and community events at Kesgrave Community Centre and other venues. We also take part in Ipswich Music Day every summer. We welcome invitations to perform by different organisations, and are happy to support fundraising events.

The Choir has an active committee (see details below) who work hard behind the scenes to support the running of the choir rehearsals and performances. The choir is led by Nick Coleman, our Musical Director, who also arranges many of the pieces of music we sing.

Rehearsal times/venue: Rehearsals take place each Wednesday in the Courtyard Restaurant at Ipswich Hospital from 6:15 to 8:15 pm throughout the year. Dates for breaks in rehearsals are shared with all members well in advance, and usually includes 2 to 3 weeks break in the late summer.

Parking: Parking is available on the hospital site free of charge; you will need to ensure we have your registration number at each rehearsal so we can inform the car parking company.

Repertoire: A rehearsal schedule is provided at regular intervals, planned by Nick. It will be your responsibility to print copies of the scores for rehearsals which you will find on the website. We have a large repertoire, so we do not expect you to print everything to start with, rather focus on the songs that are currently being rehearsed and build up your collection gradually.

Fees: Membership fees are paid quarterly via standing order. Currently the fee is £36 per quarter, and is payable on 1st January, April, July and October. Our treasurer will liaise with you about setting this up. The membership fee allows you attendance at weekly rehearsals as well as access to all the choir resources on the IHCC Website. You will also be required to complete a consent form each year, to ensure we have your permission to store personal information.

Choir Clothing: You will require a Choir polo shirt and a fleece or hoodie to be worn at informal performances. For formal performances ladies will require a blue corsage to wear with a black outfit; men wear either a blue bowtie or blue tie (depending on the venue), white shirt, and black trousers. We keep a stock of choir items so talk to your section rep about how to purchase them. You will also need a black folder to keep your scores in when attending a performance.

IHCC Website: Our website can be found at www.ipshospchoir.org.uk The website gives you access to all the resources you will need, including scores and practice tracks for all the pieces in our repertoire. You will need to log in to gain access to the members-only section of the site; login details are shown below.

The first time you log in click on the Choir Members Area Option Menu Bar. Click on Login then complete the username box with your email address, click on 'Forgotten Password'. An email will be sent to your registered email address. If you don't receive an email after a couple of minutes, please check in your "Junk" folder. Clicking the link within the email will then take you to a page on the website which will allow you to change your password. Click on "Choir Members Area" then Login and type in your username and password, you will now have access to the Members only section.

Social Media: Facebook, Twitter and Instagram links for IHCC are shown below, or you can access by clicking on the icons on the Website:

Facebook: <https://www.facebook.com/groups/420954481306091/#>
Twitter: <https://twitter.com/lpsHospComChoir>
Instagram: [ipshospitalcomchoir](https://www.instagram.com/ipshospitalcomchoir)

Committee: The choir is administered by a committee; contact details are shown below. The group is led by a chairperson who is a current member of the committee. Other roles are Treasurer, Secretary, Membership Secretary, Events Co-ordinator and Website Support, as well as section representatives. The Musical Director also attends meetings to share information and support decision making. The group meets regularly and we encourage feedback from members, so please let any one on the committee have any ideas or suggestions you would like to be discussed. Your section rep will also be able to answer any questions you have or direct you to the right person to help.

Name	Title	E-mail address
Nick Coleman	Musical Director	choirmd@ipshospchoir.org.uk
Fiona Hamilton	Chair/ Alto rep	chairman@ipshospchoir.org.uk
Diane Ingledew	Secretary	secretary@ipshospchoir.org.uk
Joanne Hobson	Treasurer	treasurer@ipshospchoir.org.uk
Phil Riches	Tenor rep/Website support	webmaster@ipshospchoir.org.uk
Soo Norman	Membership secretary	membership.sec@ipshospchoir.org.uk
Anna Carter	Events co-ordinator	events@ipshospchoir.org.uk
Alix Vince	Soprano rep	soprano.rep@ipshospchoir.org.uk
John Clarke	Bass Rep	bass.rep@ipshospchoir.org.uk

The choir has an Annual General Meeting where members are provided with a report, including information about current finances and a summary of the year's activities. At the meeting elections are undertaken for committee roles. A copy of the Constitution is available on the website for reference, along with minutes of Committee meetings once approved.

If you have any queries or questions, please don't hesitate to ask – either a member of the committee or any of the choir members.

