

## Male Choirs Association of Australia (MCAA)

### Biennial Festival of Male Choirs

#### Standard Operating Procedures (SOP)

The principal activity of the MCAA is the presentation of a biennial **Festival of Male Choirs** at a major Australian concert venue, selected by the MCAA.

The Festival is a massed voice concert featuring member choirs, supported by a range of other performers. Overseas choirs may be invited by the MCAA to participate.

The Festival aims to:

- showcase Australian male voice choirs in a high quality concert
- promote and strengthen the tradition of male voice choirs in Australia
- give members a challenging and rewarding experience

It is the policy of the MCAA that the concert will be performed **without the use of songbooks**. This is a condition on which member choirs are invited to participate.

The MCAA appoints a **Guest Conductor** to direct the Festival, no less than twelve months before the event.

In order to moderate the amount of new learning required, at least 50% of the choral program should be drawn from previous Festivals.

The MCAA also appoints a **Music Adviser (or Advisers)**, to assist the MCAA Committee and the Guest Conductor on artistic matters.

The **Festival program** is determined on advice from the Musical Directors / Conductors of member choirs, in association with the MCAA Music Adviser(s). When necessary, final decisions on artistic matters are made by the Guest Conductor and the Music Adviser(s).

*The MCAA appoints a Music Adviser (or Advisers) to develop an appropriate and enterprising programme of music for the ensuing Festival, to investigate all relevant licensing and/or publishing agreements. The Music Adviser/s will also undertake the overall content of the Festival's programme -this includes guest artists, community singing, etc. The Music Adviser/s will actively seek input from the MD/Conductors of member choirs. (Proposed by Leon Paix)*

The MCAA will decide the program and make music available to participating choirs **at least twelve months ahead of the event**.

Within these guidelines, planning and implementation of the Festival is delegated to a member choir or choirs at the location chosen for the Festival. The MCAA President, Secretary and Treasurer, will be members of the organizing group.

With the assistance of the MCAA Treasurer, the organizing group will submit a Festival budget to the MCAA for approval. Subject to this approval, the MCAA will underwrite the Festival and provide operating funds. Budgeted amounts may be varied by up to 10% without need for further approval.

[It is the MCAA policy to retain sufficient funds to underwrite the fixed costs of the next biennial Festival, and to manage expenses and income so as to minimize financial risk. In the event of a Festival incurring a loss, this will be met from MCAA funds. In the event that MCAA funds are exhausted, MCAA will seek contributions from member choirs.]

The Festival is the Association's major fund-raising opportunity. The Festival budget should aim to generate a surplus (or at an absolute minimum, break even). If a significant surplus is generated the MCAA may decide to assist participating choirs with some of their costs.

The organizing group is encouraged to seek local sponsorship for the event.

The major areas of responsibility of the local organizing group include:

- Selection of venue and liaison with venue management
- Selection of a rehearsal venue
- Stage management
- Workplace Health and Safety considerations for participants at the venue(s)
- Ticketing arrangements
- Festival promotion
- Information flow to participating choirs and MCAA
- Organisation of any associated social activities for participants

The MCAA President and committee accept a duty to advise and support the organising group in relation to all of its tasks to the fullest possible extent.

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[Drafted by Alastair Crombie 5.12. 10 at the request of the MCAA committee meeting 4.12.10 for initial attention of President and Secretary]

[Tabled for discussion at the General Meeting on 5 March 2011; comments incorporated into this draft of 23/3/11]

[Tabled for review at MCAA General Meeting 6 April 2013. Revisions approved 24.5.13 by Exec]

[Updated 26 August 2014 to reflect responsibilities of the Music Adviser(s)]