

Standing Order No.1
ELECTION OF OFFICERS TO NATIONAL COUNCIL
BHA NATIONAL COUNCIL

A. ELECTION OF OFFICERS

1. The word “Association” where it appears means the Australian Association of Men Barbershop Singers Inc. (AAMBS) trading as Barbershop Harmony Australia BHA).

Nominations of candidates for election as officers of the Association

- (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) must be delivered to the secretary of the Association by a date to be advised to the membership at least 10 days before that date.
2. If only one nomination is received for a position then the nominee is deemed to be elected to that position.
 3. If more than one nomination is received for a position a ballot is to be held for that position.
 4. Any unfilled positions after the AGM shall be deemed to be casual vacancies.
 5. The ballot for the election of Officers is to be conducted at the Annual General Meeting in such usual manner as the National Council may direct.

B. ROLE OF MANAGEMENT - GENERAL

President

- provides leadership and inspiration to Council and the general BHA membership
- represents BHA' interests at the BHS International Convention and other official functions
- manages vice presidents who are, in turn, to ensure that BHA programs are implemented at all levels
- monitors and ensures efficient and timely accomplishment of all administrative functions and activities of BHA
- establishes annual priorities and goals for BHA, and reports progress to the Council and membership
- chairs meetings of the BHA Council and the Association

Secretary

- functions as the BHA business and administration manager
- maintains records of meetings of AAMBS, BHA and the Council
- convenes the Annual General Meeting of the Association and any Extraordinary General Meeting of the Association convened as required in accordance with the AAMBS Constitution
- initiates and follows up on all correspondence related to BHA operations
- provides advice to Council and membership
- maintains and updates all AAMBS and BHA documents, such as the Constitution and Standing Orders and contracts
- maintains the BHA data base and the associated BHA website
- edits and publishes the BHA newsletter.

Treasurer

- maintains the BHA and associated financial records using the MYOB accounting system
- ensures timely payment of approved accounts and invoices in co-ordination with the President and the Secretary
- prepares a balance sheet and statement of profit & loss for audit at the end of every financial year and certifies required financial reports for inclusion in the AGM documentation
- keeps the Council informed about BHA's financial status and maintains and circulates a balance sheet and statement of profit & loss each month.

Vice President (Events)

- manages the effective planning, site selection and operation of Conventions
- supervises convention organisation, co-ordinates all convention events and assists with the management of the convention committee
- advises organising committees and Council on all matters related to Conventions and related events including, but not limited to, scheduling, planning, venues and marketing
- provides overall co-ordination and oversight for BHA events, such as Regional competitions and workshops, and visiting quartet performance tours.

Vice President (Marketing & Development)

- communicates who AAMBS is, what BHA does, why it does it, and how it makes a difference
- oversees national and local media relations, community relations, publicity, internal communications, etc.
- develops, packages and communicates BHA's purpose(s) to its intended audience, be it the membership, the clubs it serves or potential members
- ensures that BHA, its clubs, choruses and quartets have marketing tools and fliers
- provides for effective communication strategies and the promotion of activities, liaises with the Secretary for regularly distributed newsletters and updating of the BHA website home page etc. as required.

Vice President (Membership)

- implements the BHA Council's plan for membership growth and retention
- implements programs that will stimulate new members to join the Association
- works with each BHA club as appropriate to ensure they have effective membership systems and supporting documentation such as visitor packs and new member information files.

Vice President (Music)

- promotes the musical education and growth of BHA
- co-ordinates all music activities to improve and expand the musical knowledge and performance abilities of the membership.
- co-ordinates, monitors and maintains effective training programs and materials
- organises and administers all Contest & Judging activities, and promotes and handles all applications of judging candidates and schedules practice panels for contests.
- manages Harmony College and other similar training activities.

Vice President (Youth Development)

- implements all BHA and Young Singers In Harmony programs and assists clubs and their Youth In Harmony teams in working with music educators and school administrators to seek out education opportunities for young men
- implements national systems to aid the establishment of harmony singing groups, and opportunities for them to perform in festivals, workshops, clinics, club shows, contests, etc.
- encourages establishment of youth choruses associated with each BHA club
- co-ordinates with BHA Council on all matters affecting Young Singers in Harmony.

NOTE:

*The BHA Council has the right to amend any Standing Order if emerging circumstances dictate.
In this event Club Secretaries and all registered Quartets will be immediately notified
of any such variation*