

# LMHC Rising Voices Community Choir

## Operational Steering Group

### Terms of Reference



Rising Voices was originally launched in 2013 as a project to identify the impact of music and choral singing on the wellbeing of people affected by cancer.

Following the merger with Lewis-Manning Hospice Care (LMHC) in April 2026 the

#### **aims and objective of LMHC Rising Voices are:**

- providing and promoting music participation through singing as a means of regaining confidence, health and wellbeing to complement rehabilitation during and following treatment for cancer;
- providing support to families and carers of people living with or affected by cancer;
- improving public awareness regarding the problems and circumstances of people living with and beyond cancer as well as their families and carers through information and education;
- seeking to "normalise" post-cancer living by making available support through singing in the community;
- fostering mutual help, co-operation and friendship in an understanding and empathetic environment for those affected by cancer;
- making appropriate representations to relevant statutory bodies and other organisations on behalf of people affected by cancer;
- promoting, conducting, and engaging in research/evaluation as to the benefits of music and singing to those affected by cancer (publishing the useful results of which for the public benefit); and
- promoting a strategy that supports the development of other choirs within the Wessex Region (covering mainly Dorset, Hampshire and Wiltshire) and forges appropriate musical and cultural links with other like-minded choirs.

#### **Membership of the choir**

- Choir membership comprises people affected by cancer such as those recovering from treatment, carers, those bereaved through cancer or health professionals interested in music and singing for therapeutic purposes and as enjoyment. Following the merger with LMHC the membership will also include those who have a life-limiting illness.
- LMHC is a registered charity. Governance and objectives of the charity are overseen by a Trustee Board. LMHC Trustees will have overall responsibilities; they are elected at the AGM for a term of office.

- Week by week management of the choir is undertaken by an operational Steering Group. It consists almost exclusively of active members of the choir together with the Choir Director(S); this group reports to the LMHC Clinical Lead.

## **Roles and Responsibilities**

### **The Operational Steering Group will ensure that the choir:**

- Has adequate resources to deliver the weekly rehearsals, performances and events and remains in budget,
- is promoted appropriately through local and social media,
- is accessible and able to recruit new members,
- has appropriate venues for events and performances,
- has appropriate health and safety measures in place whilst at rehearsals and performances,
- members are kept informed by maintaining the database, website and other social media such as Facebook,
- protects the confidentiality of members and complies with data protection legislation.

## **Frequency of Meetings**

- The LMHC Rising Voices choir meets regularly at Lewis-Manning on Tuesday evenings.
- Any amendments or cancellations of these rehearsal times will be notified to the members in advance at a previous rehearsal and via email/phone/social media.
- The Operational Steering group will meet monthly, normally on the last Tuesday of the month. Alternative arrangements will be made for meetings scheduled for holidays or bank holidays.
- In the event of re-imposition of pandemic restrictions all meetings will be held online via Zoom or equivalent on-line programme.

## **Reporting Arrangements**

- Minutes of the Operational Steering Group will be circulated within one week of the meeting to the Operational Steering Group members.
- A copy of the Operational Steering Group minutes will be made available to Lewis- Manning –once approved by the chair.
- A copy of all the minutes of the Operational Steering Group will be retained by the administrator of the group for further reference.
- An annual report will be made available to the members on request.
- The annual report will contain details of the choir activity during the year, the budget and any appropriate surveys or audits.

## **Quorate at meetings**

The meetings will be deemed quorate if there are half or more members of the Operational Steering Group present. Attendance can be virtual where personal attendance is impossible or impractical. Members of the steering group are required to attend meetings regularly throughout the year and send apologies if they are unable to attend.

These terms of reference were reviewed and agreed annually.

Chair of the Steering Group - Noeline Young

Next review date 1<sup>st</sup> April 2027

