



# MEMBERSHIP WEEKEND 2024

14-17 NOVEMBER | LEUVEN, BELGIUM



Bonn, 20/06/24

To our members, indirect members and friends:

## INVITATION TO OUR 2024 MEMBERSHIP WEEKEND

with Membership Day, Project Presentation Session, General Assembly and Workshops

Thursday 14 (arrival) to Sunday 17 November 2024 | Leuven, Flanders, Belgium

Dear members and friends of the European Choral Association,

It is our pleasure to invite you to our annual Membership Weekend consisting of

- our Membership Day with a hybrid project presentation session and
- our presentations and discussion rounds to choose from on November 15
- networking time, time to meet your friends and make new contacts
- a hybrid General Assembly of the Friends of the European Choral Association
- our formal General Assembly for members and indirect members on November 16
- a workshop on financial sustainability
- a workshop on contemporary choral music from Flanders
- concerts with Flemish choirs
- time to discover Leuven

For two days you will therefore have a unique chance to interact, learn, sing and meet with your fellow choral enthusiasts. This is also your opportunity to contribute to the future of the European Choral Association.

You will discover the **detailed programme** on pages 2 and 3, and the **practical information** on pages 4 & 5 (make sure to read it carefully, hotel registration has to be done by you directly!)

We are looking forward to welcoming you to the beautiful city of Leuven!

With best wishes

Dermot O'Callaghan

President of the European Choral Association

### Attachments:

Detailed programme (p. 2-3)  
Practical information (p. 4)  
(Including information on registration,  
Hotel booking, participation fees)  
Agenda of General Assembly (p. 7)  
Information about elections (p. 8)



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und Jugend



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## DETAILED PROGRAMME (SUBJECT TO CHANGES!)

### DISCOVER LEUVEN ON YOUR ARRIVAL DAY / THURSDAY, 14/11/2024

All those wishing to attend our Membership Day should plan to arrive on Thursday, November 14. On this day you will have time to discover Leuven and meet and greet other members. Dinner will not be organised on Thursday though we will offer a meeting point and time for people who would like to go for dinner together with others.

### MEMBERSHIP DAY / FRIDAY, 15/11/2024 – PUBLIC LIBRARY

#### 11:00 Hybrid Project Presentation session

After the successful hybrid project presentation session during the Membership Weekend 2023 we decided to repeat this experience in Leuven. **We're looking for interesting, innovative and inspiring projects**, including future projects for which you are looking for partners. Presenters must be members, indirect members (members of member organisations or of the Friends) or coming from a target country of our Regional Development Strategy and they must either be present in Leuven, or send a recording of their presentation in advance.

**Project presentations have to be submitted by 15/09/24** through this google form  
-><https://forms.gle/g1rEyxxv8HuCdHTjr9>



#### 12:30 Introduction to presentations and discussion rounds in the afternoon

13:00-14:00 Lunch in [Public Library](#)

#### 14:15 to 16:30 Presentations and discussion rounds

Representatives of member organisations, indirect members of the European Choral Association and members of the Friends are invited to learn about different topics, talk about the future of our association, and bring in new ideas. This year we will try out a new model:

14:15-14:45: During a first 30-minute round we will present three topics “in a nutshell” in parallel:

- *youth involvement – what this means, which tools are available and how you can suggest candidates for the next youth committee of the European Choral Association*
- *diversity and inclusion in the European Choral Association – first recommendations, future plans*
- *the environmental strategy and policies of the European Choral Association – what we have already achieved, which are the next steps, and how you can work on your own strategy and policies.*

15:00 - 16:30: Time to discuss three topics with you:

- *The “pyramid” of auditioned youth choirs: World Youth Choir, European Youth Choir (fka EuroChoir) and network of national youth choirs – how can the connection be strengthened?*
- *Results of the strategy retreat of the board, youth committee and team on future events (including presentation of results of choir survey) -> what are the conclusions?*
- *Brainstorming on topics that are important for our member organisations (including results of survey for member organisations and survey on live-long singing by the Youth Committee) Wishes for future discussion rounds*

16:30 Moderated and free networking time

17:00 – 18:00 Friends of the European Choral Association – hybrid General Assembly with election results

18:30 Dinner - [at a restaurant nearby](#)

20:00 Performance in Auditorium - [in Public Library](#)

“Theater van A tot Z – Dag vreemde man” (inclusion project using singing for language-learning)

After the concert: Bar-meeting in hotel to be announced

## GENERAL ASSEMBLY AND WORKSHOPS ON SATURDAY, 16/11/2024

9:30-12:30: General Assembly of the European Choral Association (for members) in [Public Library](#)

As usual, we will look back on the last year, including everything we achieved in our new network funding project IGNITE, co-funded by the EU Creative Europe programme, and other activities during the past 12 months. And we will look ahead at our plans for the years 2025 and beyond. We will end the General Assembly with the election of the new board and the financial auditors. (see agenda on page 7).

### **IMPORTANT: Elections – Call for Candidates – see details on page 8-11**

*Our members will have the opportunity to elect a new Board for the years 2025 – 2027.*

- **11 positions will be up for election**, with some current board members not being able to or not wishing to be candidates again.
- **In addition our membership will vote for 2 financial auditors**
- **Members of the Friends of the European Choral Association will elect their own board and vote for their representative on the board of the European Choral Association before the Membership Weekend, with the results announced during the weekend.**

13:00-14:00 Lunch [in Public Library](#)

15:00-17:30 (including coffee break) Workshop 1 – [in Public Library](#)

Listen to a short introduction to the EU Creative Europe programme and concrete examples on how to find different sources of income– with Sophie Dowden (UK/FR) and selected representatives of our member organisations.

15:00-16:30 (no coffee break) Workshop 2 - [in Irish College](#)

Discover contemporary choral music from Flanders and sing along - with Luc Anthonis (BE)

18:30 Dinner– [in a restaurant nearby](#)

**Announcement of election results before concert** (including announcement of representative of the Friends to the board of the European Choral Association)

20:00 Concert with the Mavis vocal ensemble - [in Irish College](#)

After the concert: Bar-meeting in hotel to be announced

## MEETING OF THE NEWLY ELECTED BOARD ON SUNDAY, 17/11/2024

09:30-12:30 Meeting of the newly elected board with elections of Executive Board – [Het Depot](#)

## IMPORTANT PRACTICAL INFORMATION

### REGISTRATION

The detailed programme, practical information for your stay and necessary documents for the General Assembly will be sent out to registered delegates in October and early November 2024. Please note that English will be the main working language of the General Assembly, Membership Day and Workshops, but individual support may be provided if needed and possible.

***How to register? Deadline 30 September 2024 – registrations are open!***

To attend the event, you will need to fill in the online application form at this link>

<https://civicrm.europeanchoralassociation.de/civiremote/event/1/register>

### ACCOMMODATION

In Leuven it has not been possible to reserve one hotel for all participants. We have therefore reserved rooms in two different hotels in the city centre where you can book rooms **from now on:**

- **Ibis Leuven Centrum** (single room 92 € / double room 107 €)

including breakfast, plus 3,50 € city tax / -> reference : ECA MEMBERSHIP 109 284

Please write to the following address to make your reservation: h1457-re@accor.com

- **Novotel Leuven Centrum** (single room 132 € / double room 151 €)

including breakfast, plus 3,50 city tax / -> reference : ECA MEMBERSHIP 682 153

Please write to the following address to make your reservation: h3153-re@accor.com

**You will have to pay your rooms directly to the hotel.**

The rooms at **preferential rates** are **reserved until 20 September 2024.**

***If you would like to stay in a cheaper hotel or hostel, you can check these options (we have not reserved any rooms there and have no responsibility for the quality):***

<https://www.getaway.be/locations/leuven>, or <https://all.accor.com/hotel/6682/index.en.shtml>

### CENTRAL VENUES

The main venue of the membership weekend will be the public library 'Bibliotheek Tweebronnen', Rijschoolstraat 4 in Leuven. The concert on Friday evening will also be organised there.

One of the workshops and the concert on Saturday evening are foreseen in the Irish College.

The dinners will be organised in restaurants nearby. The board, youth committee and team of the European Choral Association will stay at Novotel Leuven Centrum hotel.

### HOW TO REACH LEUVEN

The easiest and most sustainable way to reach Leuven is by train from Brussels South (Bruxelles-Midi) in 25 minutes.

**If you travel to Belgium by train**, your trains will usually also end there.

**If you travel by plane** we recommend to travel to Brussels Zaventem airport (the low-budget airport Charleroi is more difficult to reach) from where trains will take you to Leuven in 15 minutes.

**If you travel by car** please be aware of the fact that the historical centre of Leuven is traffic-free and you will need to leave your car in a public parking.

Within Leuven everything is in walking distance and you will not need a car.

***Further practical information will be shared with participants after registration***

## PARTICIPATION FEES

### FREE PARTICIPATION FOR PARTICIPANTS FROM CENTRAL-EASTERN AND SOUTH-EASTERN EUROPE

In order to increase the involvement of (potential) member organisations Central-Eastern and South-Eastern Europe in the activities of the association we have the opportunity, within the frame of IGNITE, to offer a free participation including accommodation and meals as well as a subsidy to the travel expenses for maximum 1 representative per organisation and a total maximum of 3 to 4 grants.

If you are interested in such a grant, please contact us before September 15th 2024 at [Jozi.Vovk@EuropeanChoralAssociation.org](mailto:Jozi.Vovk@EuropeanChoralAssociation.org).

### Free participation for a 2nd representative of a member organisation attending the workshop on the diversification of income and financial sustainability.

In order to make it possible for our member organisations to attend the Membership Weekend with their president or a board member as well as a team member interested in the workshop on fundraising and financial sustainability on Saturday afternoon, we have the opportunity, within the frame of IGNITE, to offer a free participation including accommodation and meals as well as a subsidy to the travel expenses for maximum 1 representative per organization which is coming with at least 2 representatives, and a total maximum of 3 grants.

If you are interested in such a grant, please contact us before September 15th 2024 at [Jozi.Vovk@EuropeanChoralAssociation.org](mailto:Jozi.Vovk@EuropeanChoralAssociation.org).

## FEES

The fee includes meals as described below, as well as all coffee breaks, concerts and performances on Friday and Saturday, and participation in the different events.

**It does NOT include accommodation (see above).** You will receive an **invoice from the European Choral Association** with payment modalities sometime after your online registration, latest mid-October 2024.

**Fee per participant for representatives of member organisations, indirect members and members of the Friends of the European Choral Association (non-members pay 20 € in addition):**

**Full package:** Participation including Membership Day and lunch on Friday

Country Group 1: **135€**

Country Group 2: **45 €**

Country Group 3: **25 €**

**Small package:** Participation without Membership Day and lunch on Friday

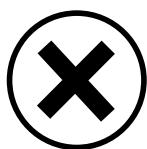
Country Group 1: **115€**

Country Group 2: **40€**

Country Group 3: **20 €**



COUNTRY GROUPS	Country Group 1	Country Group 2	Country Group 3
Countries by country group	AT, BE, CH, DE, DK, ES, FI, FR IE, IL, IS, IT, LI, LU, MT, NL, NO, SE, UK and some overseas countries, see below*	CZ, CY, EE, GR, HR, HU, LT, LV, PL, PT, SI, SK and some overseas countries, see below*	AL, AM, BA, BG, BY, GE, MD, ME, MK, RO, RS, RU, TR, UA
<p><i>* For countries outside Europe the rule is that countries belong to group 1 according to the HDI index used by IFCM (see <a href="http://ifcm.net/membership-fees">http://ifcm.net/membership-fees</a>), countries belonging to HDI groups 2 and 3 are in country group 2. Country group 3 is only reserved for European countries. If you are not sure which country group you belong to, write to <a href="mailto:info@EuropeanChoralAssociation.org">info@EuropeanChoralAssociation.org</a></i></p>			



**Cancellation rules:** Please note that you will have to pay the participation fee if you cancel your participation short-term! *Please note that we are not responsible for the cancellation rules of the hotel, we suggest that you take a travel insurance.*



**For the environment:** If you know in advance, even if we can unfortunately not reduce costs for single meals, please let us know if you are planning NOT to attend a meal so that we do not need to waste so much food.



# AGENDA OF THE GENERAL ASSEMBLY 2024

Saturday, 16/11/2024, 9.30 – 12:30 in the Public Library (Leuven, Belgium)

## 0. Opening

### 1. Approval of the agenda

### 2. Minutes General Assembly 2023

### 3. Report of the President

### 4. Activities' reports 2024, including report from the Membership Day

- 4.1 Artistic Vice-President on behalf of Artistic Strategy Group
- 4.2 Year 3 of the IGNITE project - including regional development and new strategies and policies on inclusion and environmental sustainability as well as presentation of fair remuneration guidelines
- 4.3 Other activities and events in 2024
- 4.4 Report on the Membership Day

### 5. Report of the Treasurer:

- 5.1 Final Accounts 2023
- 5.2 Update on 2024
- 5.3 Budget for 2025

### 6. Discharge of the Board of Directors

### 7. Welcome to new members

### 8. Presentation of the "Friends of the European Choral Association"

### 9. A look into the future:

- 9.1 Membership Fees and Country Groups 2025-2027
- 9.2 IGNITE (part 2) and other Eu-funded projects
- 9.3 Activities 2025 – 2027
  - 9.3.1 Programme of events 2025
  - 9.3.2 Leading Voices 2025
  - 9.3.3 World Youth Choir and European Youth Choir 2025
  - 9.3.4 Europa Cantat junior 2026
  - 9.3.5 other activities in 2025 – 2027 including results of strategy retreat in June 2024 with opportunity for members to give feedback.

### 10. Presentation by the Youth Committee

### 11. Invitation to General Assembly 2025 in Girona (ES)

### 12. Presenting other European and International networks

- 12.1 Culture Action Europe's advocacy work, how it can be supported from Member States / advocating for a culture goal in the UN Sustainable Development Goals
- 12.2 Choral Festival Network reaching out to national choir competitions

### 13. Elections

- 13.1 Explanation of voting system and procedure
- 13.2 Presentation of candidates (*before the coffee break*)
- 13.3 Election of financial auditors
- 13.4 Election of board members
- 13.5 Announcement of results (*at dinner*)
- 13.6 Announcement of Executive Board elections (by email after the Membership Weekend)

### 14. Miscellaneous

**Subject to changes!**

## GENERAL EXPLANATIONS

### Board elections

- **Candidates:** Any representative of a member organisation of the European Choral Association (nominated by this organisation) can be a candidate to the Board. Once a person has been elected to the Board, they are Board members as persons, not as representatives of member choirs or member associations, even if their candidatures were supported by such members. This also means that they may remain Board members even if they should lose their position within a member association or member choir during the course of a mandate.
- Candidates are elected for a mandate of 3 years (November 2024 to autumn 2027), which is renewable twice (maximum duration on the Board = 9 years).
- All candidatures (including those of present Board members) must reach the General Secretariat in written form as soon as possible, but **no later than September 30th 2024**. Late candidatures will not be accepted since the membership must have the possibility to review candidatures in advance.
- Submissions should include the **motivation** for being a candidate (including a possible field of focus while on the Board), a personal **biography**, a **photo**, an **endorsement letter** by the nominating member organisation, and the candidate's **answers to questions** (*see instructions for candidates, pages 9-10 of this document*).
- Once a candidate has been elected, **the travel expenses to the meetings and food and hotel accommodation** during the meetings will be covered by the European Choral Association, if the budget allows; economic difficulties should not prevent anyone from presenting their candidature!
- Candidates to the Board must be prepared to attend at least **two or three Board meetings per year** of 4 days each (including arrival and departure day), one of which is in connection with the annual General Assembly. They must be prepared to **work between the meetings** by e-mail, video-conferencing and other online communication tools and to represent ECA-EC at other events from time to time. The working language of the Board is English. (*For further details of what is expected from Board members please instructions for candidates, pages 8-10 of this document*).
- Candidates to the Board of the European Choral Association should be aware that they will not be allowed to conduct at any of the "Cooperation events of the European Choral Association" for which the programme is (partly) decided by a Music Commission with representatives from the board during their term of office, e.g. the EUROPA CANTAT Festival, Europa Cantat junior, European Youth Choir (fka EuroChoir) and World Youth Choir (conducting at "Events under the label of the European Choral Association" is possible).
- Also they will not be able to get fees for any work done for or during one of these activities (exceptions to be approved by the Executive Board).
- **Candidates to the Board must plan to stay in Leuven** until Sunday, November 17th in the afternoon since **the new Board will have its first meeting on November 17th from 9.30 – 12.30**, during which they will also elect the new Executive Board (President, 2-3 Vice-Presidents, treasurer)
- **Proxies:** Proxies are not possible, only direct representatives of member organisations (denominated by the organisation) can vote.
- **Membership fees:** Members who wish to nominate candidates to the Board and members who wish to vote at the General Assembly need to have paid their 2024 membership fee (and for previous years) before September 30th 2024! Members who have not paid their membership fee may attend the General Assembly and speak but will not have active or passive voting rights.

### Financial auditors

In addition, two financial auditors will be elected by the General Assembly among its members or other competent persons (see Art. VIII of the statutes) - candidatures may be sent in advance or presented in Leuven.

### Youth Committee

For the next Youth Committee a call will be published and presented at the General Assembly in Leuven. Proposals from the membership will be accepted until 31/12/2024, then the Board will appoint the new Committee for the years 2025 – 2027.



## INSTRUCTIONS FOR CANDIDATES

In November 2024, the General Assembly in Leuven (Belgium) will elect **a new board for the period 11/2024 – 11/2027. 11 positions will be up for election**, with one current board member not being able to be candidate again as he has reached his maximum of 3 mandates. All other current board members can be candidates again, if they want, and in this case need to submit a candidature as all other candidates.

### Who can be a Board member?

Board members must be nominated by a member organisation of the European Choral Association in good standing. Member organisations can nominate anybody who feels connected to the European Choral Association and its aims and activities can stand for election of the Board.

You can be an event manager, staff member of a national organisation for choral music or any other art form, singer, communication expert, conductor or music teacher. The Board will function most successfully when it is made up of candidates with different skills, background, characteristics, preferences and experiences. This includes a balance in geographic areas, gender and age.

### What is expected of a Board member?

Candidates to the Board must be prepared to **attend at least two or three physical / in-person Board meetings per year** of 4 days each (including arrival and departure day), one of which is in connection with the annual General Assembly. Reasonable travel and accommodation expenses in relation to Board activities and meetings are covered. Candidates must be prepared to **work between the meetings** by email, Zoom (2-3 online Board meetings of 2-4 hours) and other online communication tools and to represent the European Choral Association at other events from time to time. **The working language of the Board is English.**

It is expected that Board members **contribute their expertise or experience** to one or more areas of our work: e.g. strategy, communication, finances, musical aspects, international relations, youth aspects. They will be asked to join working groups, with online meetings that can happen outside the frame of Board meetings but mostly with support of the staff. Working Groups are dedicated to a specific topic and can be temporarily installed (for example 4 online meetings of 2 hrs within one year for urgent matters) or longer-term (2 online meetings of 2 hrs each year). For Working Groups, also online work between meetings needs to be done and they require preparation time.

Board members will also be involved in the **selection of candidates for the different festivals and cooperation events of the European Choral Association**. Some Board members will also be asked to be part of music commissions, steering committees or boards that run these events in order to have a strong connection between the Board and the events that are executed in the name of the European Choral Association.

Though they may possess specific knowledge of certain geographical areas, countries or cultures, Board members are **expected to work in the interest of the whole European Choral Association**, its offices and its activities. Once a person has been elected to the Board, they are Board members as persons, not as representatives of member organisations, even if their candidatures were supported by members. This also means that they remain Board members even if they should lose their position within a member organisation during the course of a mandate.

As with many similar organisations to the European Choral Association, the **success of a Board is dependent upon the input, energy and voluntary effort that each Board member can contribute**. Whilst the time commitment will be reasonable most of the time, the Executive staff does require Board members that can respond to urgent issues and give due time and consideration to strategic matters.

Please consider in your candidacy, the ways in which you might distinctly contribute to the success of the European Choral Association.

## INSTRUCTIONS FOR CANDIDATES

### Executive Board

The day after the General Assembly, on 17 November 2024, the newly elected board will meet. They will discuss together and then decide in a secret voting procedure who will be the President, the Vice-President chair of the Artistic Strategy Group, the other Vice-President(s), and the Treasurer. These four or five persons will constitute the Executive Board, whose task it is to prepare and supervise the daily work of the Board, in close liaison with the General Secretariat.

### What is the procedure?

All candidatures (including those of current Board members) must reach the General Secretariat in written form as soon as possible, but no later than **30 September 2024**. Late candidatures will not be accepted since the membership must have the possibility to review candidatures in advance. Candidates must send the following material/information to the General Secretariat before 30 September 2024 so that this material can be published in advance of the General Assembly.

- A **short letter with the motivation** for being a candidate (including a possible field of focus)
- A **personal biography** including the year of birth
- A **photo**
- The candidate's **answers to the questions** indicated below
- **Endorsement letters** of member organisation(s) which nominate the candidate

The results of the elections will be announced on **Saturday 16 November** in the evening.

The voting procedures of our association are part of the statutes, which can be downloaded from the website.

### Co-optations

The Board must co-opt one representative of the "Friends of the European Choral Association". One additional Board member may be co-opted by the newly elected board, if it feels that a region, an age group or specific knowledge or skill is not represented sufficiently. If none of the elected Board members is under 35, the Board must co-opt one young person under this age. Once a person has been co-opted to the Board, they have the same rights as elected Board members. (See Bylaws for details)

### Questions to be answered by Candidates

1. Why are you interested in becoming a Board member of the European Choral Association?
2. What makes you a good Board member?
3. How can you contribute to the development of the federation and what would you like to focus on during the period on board?
4. What is your vision about the European Choral Association and its activities?

**Important:** Candidates to the Board must plan to stay in Leuven until Sunday, November 17th in the afternoon since the new Board will have its first meeting on November 17th from 9.30 to 12.30 to elect the new Executive Board and take some further decisions.

*You will find some infographics on current and past boards on the next page.*

## INFOGRAPHICS ON CURRENT AND PAST BOARDS

