

## ***JOB DESCRIPTIONS***

### ***Management Team***

- Develops long range plans based on the goals and core values of the Chorus
- Oversees and evaluates the implementation of strategies developed to achieve long range plans
- Develops an appropriate structure of task oriented groups responsible for developing strategies to implement plans determined by the management team
- Ensures open communication at all levels of the Chorus.

### ***Musical Director (ex officio appointment)***

- Plans and implements the musical program as per contract
- Chooses the Music Team, as per contract, to help implement this
- Provides necessary musical education to the Chorus
- Has responsibility for all aspects of performance
- Brings to the Management Team matters that affect the musical functioning of the Chorus

### ***Team Coordinator (elected)***

- Leads the Management Team
- Takes responsibility to see that the Management Team and Standing Committees carry out their functions effectively and efficiently
- Calls meetings of the Management Team and in consultation with Team members, sets the agenda
- Ensures that Chorus members are kept informed of the work of the Team
- Represents the Chorus at Regional meetings as appropriate
- Liaises between the Chorus and Sweet Adelines International and the Regional Team
- Is the spokesperson for the Chorus

### ***Finance Manager (elected)***

- Has responsibility for all Chorus financial matters including collecting money, issuing receipts, banking, paying accounts and issuing petty cash
- Maintains a record of each member's dues and payments and apportions part, as determined by Management Team, to the member's escrow account
- Advises members who are in default of dues as per Standing Rules
- Keeps in books belonging to the Chorus full and accurate accounts of all receipts and disbursements
- Signs all cheques, drafts and orders for payment, which will be countersigned by one other member designated by the Management Team
- Prepares the annual budget and presents it to the Management Team for approval
- Oversees the budget and presents reports of transactions and financial condition of the Chorus to meetings and as requested
- Has the books for the period April 1 to March 31 audited as directed by the Management Team, the cost, if any, to be borne by the Chorus

### ***Secretary (elected)***

- Records minutes of all meetings and files them in a permanent minute book of the Chorus
- Is familiar with and maintains current copies of by laws and standing rules
- Keeps a list of all committees
- Keeps in files copies of all Chorus correspondence
- Conducts all correspondence necessary for the proper functioning of the Chorus and keeps the Management Team and Membership involved
- Gives notice of meetings as required.

### ***Membership Chair (elected)***

- Greets and introduces visitors and potential members to the Director, Team Coordinator and others as appropriate
- Maintains a record of attendance and contacts any member who is not in good standing as per the Standing Rules and advises the Management Team of this
- Maintains and updates First Night Kits, handing them to potential members and filing completed registration forms.
- When a potential member passes her audition, ensures that a membership form is completed and advises the Management Team
- On approval of the member, arranges for her certificate and its presentation
- Updates singes list as required and distributes it
- Distributes name badges and organizes these for new members
- Makes the Visitors Book available for signing when appropriate

### ***Performance Coordinator (elected)***

- Is contact person for all performances
- Obtains Director's approval for performance
- Informs Chorus of details and posts sign-up sheets
- Confirms details with requesting organization
- Is aware of our fee structure and negotiates a suitable fee for performance unless it is a charity performance
- Gives the Director a list of performers and all relevant information
- Maintains a list of performances and contact details
- Passes any fees to the Finance Manager who sends a receipt and thanks them, if appropriate

### ***Public Relations (elected)***

- Attends to all publicity relating to the Chorus including advertising for new members, publicizing the Show and other Chorus events and activities
- Organises for brochures, pamphlets and the like to be printed and to be available at events where appropriate
- Contacts potential venues for performances, being aware of our fee structure and availability
- If a performance is obtained, contacts the Performance Coordinator and Director before accepting it. Further contact can be through the Performance Coordinator.

### ***Historian (appointed)***

- Keeps a record of Chorus events, performances, office bearers, quartets, newsletters, attendance and placement at Convention
- Maintains a book of photographs, newspaper articles, programs and other relevant information
- Arranges for members to write articles and liaises with the Newsletter editor for exchange of articles and photographs
- Sends appropriate material, if requested, to the Regional Historian

### ***Hospitality (appointed)***

- Organises the provision of refreshments for Chorus rehearsals and other functions as requested by Management Team
- Maintains basic supplies of tea, coffee, sugar and provides milk
- Ensures that the kitchen is left clean
- If requested by Team Coordinator, attends to the writing of cards and provision of gifts or flowers

### ***Music Librarian (appointed)***

- Maintains the music library
- When requested by the Director, arranges the photocopying of music
- Distributes music to members, potential members and guests
- Receives music returned by members who leave and notifies the Management Team of its return

### ***Fund Raising (appointed)***

- Plans fundraising activities to meet budget requirements
- Presents ideas to Management and to the Chorus
- Carries out each project, recruiting assistance if required
- Asks the Finance Management for necessary funds in advance and reports to Management on the outcomes, including financial, of the event
- Maintains a file of ideas, events and contacts for future reference

### ***Social (appointed)***

- Arranges social functions for members, their partners, families and friends as required
- Organises attendance at events held by other choruses or organizations
- Organises the annual Christmas party for the Chorus
- Maintains a file of suitable venues and ideas

### ***Show Committee (appointed)***

- Works with the Director, Music Team, Public Relations, Fundraising and Hospitality to plan and coordinate all aspects of presenting a Show, co-opting additional people as required
- Books a suitable venue and arranges the acts for the program
- Prepares a budget for approval by Management Team
- Receives approved expenses in advance
- Compiles a financial statement and a report for Management after the Show
- Maintains a file of ideas, venues and helpful hints for future shows.

### ***Resource Librarian (appointed)***

- Organises the stock and catalogue of resources including CDs and DVDs
- Makes these available to members for borrowing and keeps a record of this
- Follows up any items that are overdue
- Approaches Management Team for approval for purchasing of new materials

### ***Wardrobe (appointed)***

- Supplies members with necessary items of costume and accessories from stock
- Advises members of which additional items they need to purchase
- Advises of the need for additional costumes, repairs or alterations
- Maintains a record of all items of costume and accessories held by each member
- Receives these items when a member leaves and notifies Management of their return
- Ensures that each member has suitable footwear for performances
- Ensures that each member has the full costume and accessories for a performance and if possible brings along additional items, especially earrings
- If a member does not have the costume, arranges for her to borrow it from someone else and to return it in good state
- Encourages members to keep their costumes clean and in good condition at all times.

### ***Costume (appointed)***

- Works with Wardrobe, Director and Music Staff to design a new costume or modification of an existing costume when request by Management Team
- Presents design ideas, fabric samples and costs, including making, to Management for approval, then to the Chorus for approval
- Upon approval, oversees the purchase, making and fitting of costumes

### ***Make Up (appointed)***

- Ensures that each member has a proper make up kit and is familiar with its application
- Upon request from Management, in collaboration with the Director and Music Team, determines which make up is worn with each costume
- Selects suitable make up and submits details and costs to Management Team for approval
- Advises members of the make up they require and if appropriate facilitates its purchase
- Determines if each member is suitably made up before a performance

### ***Events Coordination (appointed)***

- Liaises with Convention Committee
- Communicates with Chorus members
- Distributes and collects registration forms
- Coordinates hotel bookings
- Coordinates travel bookings
- Liaises re buses between hotel and venue
- Coordinates orders for items such as Convention shirts
- Liaises closely with Finance Manager

### ***Learning CD Librarian***

- Provide learning CDs to chorus members who cannot download learning tracks from chorus website

### ***Membership Team***

- Support the Membership Chair (see above)

### ***Finance Team***

- Support the Finance Manager (see above)

### ***Fun Committee***

- In consultation with the Director and Team Coordinator, find ways of having fun

### ***Friendship Committee***

- Make new members welcome
- Follow up on absent members