

Chorus Leadership Job Descriptions

Chorus leadership is not to be taken lightly. Chorus leaders represent the vocal music department as a whole, not simply a single ensemble. Leaders who do not take the job seriously, or who only work at it half heartedly, will undermine the excellence to which we are striving. All Chorus leaders must be self-motivated, responsible, and dependable. They must be able to take the initiative to lead their fellow students toward the success and betterment of the ensembles.

President: Must have strong leadership qualities. Responsibilities include:

- Assist the Director in promotion and organization of Chorus activities.
- Participation in monthly officer meetings.
- Serve as liaison between the students and the Director.
- Represent the Chorus by membership on Chorus Booster Executive Board.
- Oversee and organize Chorus assistants and road crews.
- Motivate fellow officers to take an active leadership role in the Chorus.
- Motivate and lead the Chorus by both words and by example.

Vice President: Acts in a dual capacity as Treasurer for the Chorus. Also in charge of publicity for Chorus and Drama events. Responsibilities include:

- Arrange for pictures and articles to go to local newspapers on a monthly (or more!) basis.
- Collaborate with Secretary to research, organize, and write a Chorus newsletter.
- Assists in the collection and organization of money for Chorus activities (such as trip to see a show, Chorus t-shirts, parties, etc.).
- Assist with the accounting of money received from Drama club performances.
- Assists in the organization and execution of fund raising activities.
- Research and disseminate information about the costs of above activities.
- Assist President and other officers in addition to regular duties.

Secretaries: (One for each group) This is a very important position and requires extreme diligence and organizational skills. Must serve as Librarians, or must delegate librarian duties to an assistant.

Responsibilities include:

- Taking attendance on a daily basis. Must know everyone's name, voice part, and assigned seat.
- Monitor Chorus rehearsal attendance by frequently reviewing attendance book and recording the total number of absences for each student.
- Enter sectional attendance into gradebook.
- Take attendance at concerts.
- Collaborate with VP to research, organize, and write a Chorus newsletter.
- Update Chorus Database

Librarians:

- Organization, distribution, collecting, and filing of all choral music.
- Keeping chorus folder rack neat and organized.
- Be sure each student has music.
- Organizing the choral library.

Activities Committee:

- Plan and organize social activities for the Chorus and Chamber Singers groups throughout the course of the school year.

Logistics Team:

- In charge of risers and equipment, movement and organization of people, set up and tear down for activities, and other tasks that may be required for technical operations. Assistants may be recruited from the leadership team as needed.

All leaders should strive to set an example to other Chorus and Chamber Singers members, and to always act as A TEAM! Thank you for your work!