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# BOARD AND VOLUNTEER JOB DESCRIPTIONS

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## President

The President of the Society acts as a spokesperson for the organization in its dealings with the public, granting agencies and government bodies.

The President:

- Calls regular meetings (usually monthly during term time)
- Calls extraordinary meetings or *in-camera* meetings where necessary
- Sets an agenda in advance of any meeting and seeks prior input from the Board
- Chairs all meetings of the Board or arranges for an alternate chair if necessary
- Ensures that minutes are kept of all key decisions and motions at a meeting
- Ensures that minutes of prior meetings are circulated in advance of any new meeting
- Calls for the creation of sub-committees to complete specific tasks where necessary
- Ensures any announcements to the choir are made prior to break time by her/himself or by the Director.
- S/he shall acquaint her/himself with the activities of all the officers and committees. It shall be her/his duty to see that all committees function and that all officers fulfill their duties.

For each concert:

- Makes sure that the Producer has a working budget and adequate support to get the job done
- Ensures that the Music Director is aware of any required public announcements prior to the technical rehearsal
- Ensures that guest artists are welcomed and paid promptly for their services immediately after the concert
- Coordinates with the Producer and Music Director to make sure that public announcements are made at the appropriate time

After each concert:

- Makes a short speech of thanks to the Music Director, Board (particularly the Producer and guest artists)

Other responsibilities:

- Send cards or flowers to choir members where the need arises
- Acknowledges the specific efforts of individual choir members in ensuring the success of the society
- Oversees all aspects and volunteer positions and is willing to assist or find help where needed.

### **Vice-President**

- The Vice President shall perform the duties and exercise the powers of the President during the absence or disability of the President.
- S/he shall succeed to the presidency in the event that that office is vacated. The Vice President shall assist the President in the performance of her/his duties as requested.

### **Secretary**

[from the bylaws]

- Must keep minutes of all meetings of the Society.
- Keep records of the Society in accordance with the Societies Act.

### **Treasurer**

The treasurer will oversee the financial matters of the Society in line with good practice and in accordance with the Constitution and Bylaws and legal requirements and report to the board of directors at regular intervals about the financial health of the organization.

The treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the Society.

Despite the additional responsibility the treasurer has in overseeing the financial matters of the charity, all directors continue to be jointly and severally responsible, and therefore liable, for the administration of the Society.

To this end, the Treasurer should report on the current financial position of the Society at each Board meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The treasurer is the primary liaison with the bookkeeper contracted by the Society to keep proper accounts and records, to prepare the financial statements and to complete the Canada Revenue Agency (CRA) T3010B Information Return.

## **Membership**

The membership secretary is responsible for conducting registration, maintaining membership databases, communicating essential information about Choir activities and business to members by email.

**SKILLS NEEDED:** Proficient in the use of a database program such as Excel. Able to set up group emails for Choir communication.

### **REGISTRATION:**

**Occurs twice a year (September & January)**

**TASKS:** (each of the tasks are/could be handled by separate individuals)

### **MEMBERSHIP REGISTRATION:**

- Update Registration Form and New Member Information Sheet with current information. Last term registration ran from 6:15 to 6:45 followed by a full rehearsal from 7 – 9. Check with Director to see if he wants to hold a full rehearsal on the first night.
- Place ad on Salt Spring Exchange 2 weeks prior to registration and again 1 week before registration.
- If there is a need to recruit new members, then a small display ad is also placed in The Driftwood two weeks prior to registration.
- Email registration information (date, time, place) along with Registration Form to returning members, former members who may

be interested in returning, and prospective new members who have expressed an interest in joining the Choir.

- Keep Music Librarian informed about current registration numbers (returning and new members) so that sufficient music packets are available on registration night.
- Photocopy Registration Form (30+ copies) at Apple Photo (Choir has an account) and bring them to registration along with pens for new members and those members who forget to print and bring the form you emailed to them.
- Working with the Music Librarian and Treasurer, set-up the hall for registration. Hand out New Member Information Sheet to all new members.
- Using last term's Membership Registration Spreadsheet, update form and bring to registration. This form is an alphabetical list of the expected Choir for the upcoming term and is used to record the date of registration and the method of payment. Once registration is complete, a copy of this form is sent to the Treasurer for accounting purposes. **Could be transferred to Membership Database job.**
- Attend regular Board Meetings to ensure everyone is up to date regarding membership numbers and any membership issues.
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## **COMMUNICATION:**

**CHOIR EMAIL LIST:** Using the Choir Database, create a choir email list. Make any necessary changes throughout the term and keep the Director and Board Members informed about any email changes.

Send emails with relevant information (weekly rehearsal schedules, workshops, sectional starts, etc) from the Director, the Executive or other Choir members to Choir members. Besides weekly announcements at rehearsal, email is the only way information is passed to the membership.

Keep accompanist informed of any information they should have, such as weekly rehearsal schedule.

## **MEMBERSHIP DATABASES:**

Need to maintain, update and circulate the following lists:

**CHOIR DATABASE:** Contains the following information taken from the Registration form: Name, Voice Section, Address, Phone #, Email, Jobs. The choir members are arranged by Voice Section. Keep Director and Communications Person informed as to any changes to choir email addresses and about any new members.

**GENERAL CHOIR DATABASE:** A subset of the Choir Database. Circulated to the entire choir. It is also arranged by Voice Section. It contains: Name, Voice Section, Address, Phone #. The email address of each Section Leader is also included.

**SECTIONAL DATABASES (4):** A subset of the main Choir Database created for each section. It contains: Name, Address, Phone #, Email, Jobs.

**JOBS DATABASE:** This is a list of all the jobs needed to run the Choir arranged by Job Title. Under each Job Title are the name, phone # and email of each person interested in handling that particular job.

**MUSIC RECEIVED:** Using last year's Received Music # Spreadsheet, update and send to Music Librarian prior to registration (or bring to registration). This form is used by the Music Librarian to record the Music Packet # given to each choir member. Because you maintain the choir database, it is usually easier for you to prepare this form each term. But this is up to you and the Music Librarian.

## **Music Librarians**

### **Sourcing Librarian**

- Receives the list of music for the next concert from the Music Director, and reviews list to confirm details such as arrangements and parts required.
- Locates music that can be borrowed or rented from other choirs, and arranges to have music delivered to her/himself. Invoices for rentals are forwarded to the Treasurer for payment.

- Verifies that the borrowed music is the correct arrangement, as specified by the Music Director, and the agreed upon numbers.
- Purchases any music that cannot be borrowed in a timely fashion.
- Ensures that all music will be received and processed by the time of the first rehearsal.
- Keeps the Music Librarian apprised of any problems that may impact on the prompt processing of the music received.
- Informs the Music Director, or the appropriate member of the Executive, of any issues that arise that may require extraordinary attention.
- Reports on sourcing activities for the year at the AGM, highlighting any issues that arose and recommending changes to processes if needed.

### **Music Librarian**

- Receives music from Sourcing Librarian.
- Numbers and stamps any new music purchased and belonging to SS Singers.
- Organises and packages music for members ahead of Registration night.
- Photocopies any extra music needed ahead or after Registration night.
- Photocopy music specific for the Director and Accompanist ahead of registration.
- Distribute music packages to members on Registration night.
- Keep an up to date list of member's music.
- Distribute concert binders about 2 - 3 weeks before the concert date.
- Collect concert binders after final concert performance.
- Organise pencil marking sessions of music.
- File SS Singers music in Library and return any loaned music to respective choirs as necessary.

### **Section Leaders**

One person is selected from each of the voice sections: bass/baritone, tenor, alto, and soprano to be section leader.

Generally the section leaders shall:

- Welcome new members to the section
- Help them fill in any knowledge gaps.\*
- Facilitate and encourage weekly participation by section members.\*\*
- Act as the go-to person for singers' questions and concerns that should be communicated to the Board and the Director.
- Monitor progress of the section, report this to the Director at least monthly and initiate assistance to ensure progress which may involve extra sectional practices.\*\*\*
- Report any challenges or significant problems to the Director as they arise.
- As the session progresses, the section leader shall keep a list of who in the section has committed to singing in the concert and report this to the Director and the program person. \*\*\*\*
- The Section Leader will also assist in communicating any information or organizing any event that the Board like the Choir to partake in, eg. Fundraisers or sing-a-longs in the community, etc.

Tips for success:

\*The Director could organize classes in "Reading a Choral Score.

\*\*Section leaders can send email reminders of sectional practices.

\*\*\*Section leaders may organize extra practices if needed.

\*\*\*\*Report to the Director pre-concert re arranging voices and also any problems related to visibility and physical challenges.

## **Concert Producer**

The Concert Producer oversees the technical and mundane aspects of the show, including liaising with the Artistic Director, venue and design personnel, staging, publicity, concession, programme, costuming, and advertising. The Producer submits progress reports to the Board of Directors, and works with the Treasurer to adhere to budget.

Concert preparations start months before the actual show takes place and a Production Calendar noting tasks and deadlines is created by the Producer. Choir members are requested to take on tasks related to the production and some will have volunteered for jobs on their registration forms.