

SUNCOAST PHOENIX COMMUNITY CHOIR

Duties of Executive Officers

President/Co-President:

- In consultation with other Board/Executive members, arrange for and chair meetings of the Board/Executive.
- Prepare agendas for the meetings.
- Liaise with the Treasurer and other members of the Board/Executive.
- Delegate tasks appropriate to other Board/Executive Members.
- Maintain necessary communication with the Music Director and Piano Collaborator.
- Maintain necessary communication with the Choir through weekly announcements as required.

Treasurer:

- Attend scheduled Board/Executive meetings and supply updated detailed financial information on a regular basis.
- Collect and record Membership Fees.
- Collect and record receipts from concerts &/or other fund-raising activities.
- Arrange payments for Music Director and Piano Collaborator.
- Arrange payments for all other approved Choir expenses, including, but not limited to, practice and concert venues, purchase of music, honoraria for guest performers, etc.
- Provide detailed financial statements to the membership prior to the AGM and upon request from any Choir member.
- Submit the Annual Report & Financial Statements to the Society Office following the AGM.

Secretary:

- Attend scheduled meetings of the Board and/or Executive and record minutes.
- Distribute minutes to Board members and, if requested, the Membership at large.
- In consultation with the Membership Representative, maintain up-to-date list of the Membership List with accurate contact information.
- Attend current year AGM and take minutes.
- Distribute minutes of the AGM to the Membership following the meeting and prior to the next AGM.

Duties of All Directors

- Attend scheduled Board meetings.
- As required, report to the Choir members at the Annual General Meeting.
- Present recommendations to the membership for decisions with respect to the management of the Choir, including the appointment of the Music Director.
- Act as advisors and/or volunteers in organising concerts, advertising and financial matters in consultation with the Music Director.

Duties of Directors with Individual Roles

Librarian:

- Maintain inventory of all music as property of and held by the Suncoast Phoenix Community Choir.
- Be responsible for storage of music library (contained in file cabinets).
- Co-ordinate contents of Members' music binders as requested by the Music Director and distribute as required to members.
- Maintain accurate records of distribution/collection of music & music binders.

Communications Coordinator:

- As directed by the Board and/or in conjunction with the Events Coordinator, promote the Choir and its activities including advertising and news spots.
- Liaise with Events Coordinator to develop concert posters and any tickets.

Events Coordinator:

- Arrange for concert venues.
- Oversee organization of concert refreshments.
- Oversee concert set-up.
- Liaise with Communications Coordinator to develop concert posters and any tickets

Membership Representative:

- Keep track of attendance, absentees
- Follow up with absent members via phone or email
- Send out cards, well wishes, etc.
- Liaise with Secretary to keep membership list up-to-date

Archivist:

- Maintain a record of publicity involving the Choir by storing, assembling and (when required) displaying programmes, posters, advertisements, reviews, and pictures involving the Choir.

Note:

Any member is free to attend a Board meeting and/or may submit any concerns he or she may have related to the Choir to the Membership Representative, or to any Board member.

Approved by the Board of Directors, January 16, 2015