

## **Mission Statement**

To Uplift Through the Spirit and the Art of Excellent Choral Music

## **Core Values**

- To enlarge the audience for the appreciation of choral performance
- To share the joy and beauty of inspirational music
- To perform at the highest professional level

## **Goals**

- Provide an opportunity for both amateur and professional singers to expand their talent by singing in an ensemble and performing challenging choral works.
- Encourage the composition and arrangement of new choral music.
- Introduce participating members to new cultures and performance venues.
- To bring our audiences emotional and spiritual inspiration.

## **VOTED POSITIONS**

### ***President (Executive Member)***

- Executive management/administration of organization
- Charter/policy
- Budget
- Member communications
- Organizational meetings
- Rehearsal conducting

### ***Vice President Marketing (Executive Member - reports to President)***

- Back-up duties of President
- Performance scheduling & recruiting
- Public relations (press releases, etc.)
- Concert programs
- Advertising
- Choir spokesperson

### ***Vice President Membership (Executive Member - reports to President)***

- Member recruiting
- Auditions
- Management of section leaders
- Member socials
- Membership records/choir roster

### ***Vice President Fundraising (Executive Member - reports to President)***

- Corporate sponsorship recruiting
- Fundraising promotion
- Grants
- Coordinate efforts with Publicity committee
- Product and Member Gift Distribution

### ***Treasurer (Executive Member - reports to President)***

- Receipt of dues & other member income
- Assists with financial records
- Tax issues
- Budget

### ***Secretary (Executive Member - reports to President)***

- Meeting minutes
- General records
- Other duties assigned by the President

### ***Publicity Chairperson (reports Vice President-Marketing)***

- Assists Vice President of Marketing with any assigned duties
- Seeks and schedules venues
- Creates and proofs all audiovisual ads
- Create and keep updated flyers, posters and programs
- Maintain correspondence with fans through a website database and postcards
- Oversee and assigns duties of a sub-committee comprising of 2-3 ES members

### ***Tour Coordinator (reports to Vice President-Marketing)***

- Tour selection & organization of out-of-town venues (including lodging, transportation)
- Create estimated budgets for tours
- Create itineraries for each tour
- Oversee a sub-committee comprising of 2-3 ES members

### ***Webmaster (reports to Vice President-Marketing)***

- Website maintenance
- Intranet development
- Create & maintain a fan database for subscriptions
- Coordinate with Artistic Director to post MP3 samples
- Create and keep updated a downloadable flyer/poster (coordinate w/publicity chairperson)

### ***Wardrobe Coordinators (reports to VP Membership)***

- New member outfitting
- Maintenance of choir-owned accessories

### ***Recruiting Coordinator (reports to VP Membership)***

- Actively advertises and seeks after new members for audition
- Schedules auditions and assists as requested
- Oversee a sub-committee comprising of 1-2 ES members

### ***Events Coordinator (reports to VP of Fundraising)***

- Plans and organizes ES fundraising events and patron reception (at least one per season)
- Assists VP of Fundraising
- Oversee a sub-committee comprising 2-3 ES members

### ***Socials/Recognition Coordinator (reports to VP Membership)***

- Plans and organizes ES socials (at least one per season)
- Coordinates recognition for members' life events (i.e., new birth, sickness, condolences, promotions, etc)
- Oversee a sub-committee comprising 2-3 ES members

## **NON-VOTED POSITIONS**

### ***Historian (reports to VP Membership)***

- Photographs or coordinates photography for ES events/performances
- Provides photos for Webmaster to post on website as requested
- Create and maintain an ES scrapbook

### ***Assistant to the Director (reports to Artistic Director)***

- Final selection of members
- Rehearsal and performance direction in the absence of the AD
- Assist with music selection
- Member communications w/President
- Attend organization meetings when needed
- Conduct rehearsals in the absence of the AD

### ***Librarian (reports to Artistic Director)***

- Music library
- Member of music selection committee
- Tracks any music library dues and coordinates monies received/due with Assistant Treasurer

### ***Accompanist (reports to Artistic Director)***

- Rehearsal and performance accompaniment
- Member of music selection committee
- Section leader for instrumentalists

### ***Equipment Specialist (reports to Artistic Director)***

- Help with set up and tear down of AV equipment
- Assist Artistic Director in any equipment matter

### ***Sub-committee volunteers***

- Responsible for participating and following through on tasks agreed upon by yourself and overseeing chairperson
- Attend Committee Meetings on a monthly and/or as-needed basis
- Provide valuable input and communication with others in your committee