

### **Chaplain of the Board**

1. Provides spiritual guidance to the Board

### **Choir Director (Cannot be a member of the Board)**

1. Selects music for choir rehearsal and performance; provides music or word sheets as needed
2. Schedules and directs rehearsals, researching and teaching new music
3. Directs choir at performances
4. Auditions and schedules musicians, must seek final approval for musicians from the Board.
5. Selects and schedules choir performances, benefit concerts, and workshops
6. Handles day to day details of choir business and performances, delegating duties to appropriate staff as needed
7. Keeps the President of the Board informed as to choir activities, commitments, & finances
8. Performs other duties as assigned by the Board of Directors

All the following positions may be a member of the Board unless the position is paid

### **Choir Staff**

#### **Bookkeeper**

1. Keeps choir membership roster and attendance records
2. Collects annual GMWA chapter dues
3. Collects membership monthly dues
4. Collects workshop registration fees and concert collections
5. Arranges with Treasurer for payment of Choir Director and musicians per contracted rates
6. Performs other duties as assigned by the Board of Directors

#### **Robe Keeper**

1. Keeps inventory of Choir robes
2. Assures that all robes in stock are clean and in good repair
3. Distributes robes to new choir members, collecting deposits
4. Reclaims robes from members who leave the choir
5. Performs other duties as assigned by the Board of Directors

### **Choir Chaplain**

1. Provides spiritual guidance & support to the choir and its members
2. Performs other duties as assigned by the Board of Directors

**Other Positions may be added at the discretion of the Board**