

Beacon of Light Foundation

Business Manager

1. Takes attendance at all rehearsals
2. Collects Chapter dues and monthly dues from members
3. Gives collected/recorded monies to the Treasurer
4. Gives monthly status reports to the board
5. Gives yearly summary report at year end meeting
6. Gives comparative summary analysis with previous years

Webmaster

1. Keeps the "Save the Date" page updated with pertinent information on future events
2. Transfers each event to the "Past Performances" page for historical records after each event
3. Adds photos, comments, and the list of songs sung where applicable
4. Keeps choir application pages current on the site
5. Updates contact information as board members change
6. Updates biographies pages with a photo and bio as board members and roles change
7. Add words for songs and MP3 recordings as requested by the music director
8. Continue adding both old and new photos in correct locations as additional photos become available
9. Continue revising the web site as new ideas to make the web site more artistic looking, more useful, and easier to use become available
10. Keep the web site maintained (no broken links)