

ACCOMPANIST

The accompanist provides musical support to the Society. The Accompanist reports to the Music Director.

The responsibilities of the Accompanist are:

- Accompany Choral Society at weekly rehearsals during the 9-month season (except during breaks between concerts).
- Rehearse soloists.
- Rehearse with orchestra when appropriate.
- Accompany Choral Society and soloists at concerts.
- Work with Music Director and Choral Society as requested.

ARCHIVIST

The Archivist takes care of the organization and maintenance of historical records for the Society. The Archivist reports to the Vice President for Public Relations.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>On-going</i>	<p>Each officer of the Society will retain whatever material he or she feels is necessary in the pursuance of his/her duties. When any such material outlives its immediate usefulness, it will be passed on to the Archivist who will incorporate it into the Archives.</p> <p>The Archives Collection is organized primarily along strictly chronological lines, with material for each season gathered together, and material relevant to each concert separated within that season.</p> <p>Store the material in large envelopes, each one clearly labeled by date or time-range.</p> <p>Inventory the contents of each envelope fully in an accompanying notebook, to save wear and tear on the collection.</p> <p>You must guarantee safe storage of the archives during your tenure in office. Thus, do not store the collection in your basement if it is subject to flooding, or in your attic if it houses squirrels etc.</p> <p>You may, from time to time, be asked to write up a brief note about some past activity of the Society.</p>
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

ART CHAIR

The Art Chairperson is responsible for production of the brochure, posters, and other publicity materials for the Society. The Art Chair reports to the Vice President for Public Relations.

DEADLINES	DUTIES
<i>June</i>	Participate in the transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>June-July</i>	Meet with involved Board members and chairpersons (e.g. Music Director, VP Concerts, Publicity Chair, Desktop Publisher) on development of the brochure. Arrange for production of the brochure and oversee completion of the project.
<i>Eight weeks before concert</i>	Arrange for design of concert poster, audition notice, or special event announcement.
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

Current Procedures:

Art Chairperson tasks relating to Season Brochure

- February-May (Upon request of Treasurer) Submit budget entries for brochure-related expenditures for the upcoming season.
- June Verify brochure requirements (including number of copies required) with the Board and get authorization to engage outside vendors. Request design services of Desktop Publisher if an outside vendor will not be used for brochure design.
- June Engage a printer to produce the brochures and deliver them to the mail service.
- June Engage a mail service to imprint names and addresses on the brochure and deliver the brochures to the Evanston PO.
- June-July Coordinate getting all the information that needs to go into the brochure.
- June-July Work with designer (Desktop Publisher or outside service) to ensure brochure design is appropriate and content is accurate.
- July Get approval of brochure design and content from involved Board Members and chairpersons and authorize designer to send the files to the printer.
- July Work with Computer Services Chairperson to get mailing list file of names/addresses sent to the mail service.
- July Follow up with the vendors (printer, mail service) to make sure the brochures will be delivered on schedule.
- July Follow up with Treasurer and/or Mailings Chairperson to make sure that the NSCS PO account has enough funds to cover postage before the brochures can be delivered.
- August Approve invoices submitted by vendors and forward to Treasurer for payment.

Art Chairperson tasks relating to Concert Posters

- February-May (Upon request of Treasurer) Submit budget entries for poster-related expenditures for the upcoming season.
- Per concert: Receive poster requirements (including number of copies needed) from Board. Communicate poster requirements to Olver Dunlop Associates. Review poster design for information accuracy and send file(s) to Quartet for duplication. Pick up poster copies and deliver to General Manager for distribution. Approve invoice submitted by Quartet and forward to Treasurer for payment.

BENEFIT CHAIR

The Benefit Chairperson is responsible for a major fundraising event. The Benefit Chair reports to the Vice President for Fundraising.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>Summer</i>	Propose project to the Board. The proposal should include cost and profit estimates, work involved, and possible dates. Get approval.
<i>August</i>	Prepare information for members to go in the members' packet or newsletter at the appropriate time for maximum member cooperation .
<i>On-going</i>	Get sufficient number of people to help you carry out the project. Keep records of expenses and income. Submit bills and receipts to Treasurer, clearly marked with project title. Attend Board meetings <i>Note: Details will differ depending on the specific event: Guest artists, auction etc.</i>
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

BOX OFFICE MANAGER

The box office manager is responsible for ticket sales at the door on the day of the concert and reports to the Vice-President of Concerts.

DEADLINES DUTIES	
<i>One week before concert</i>	Discuss concert arrangements with Ticket Chair, House Manager and Concert Manager or the Vice-President of Concerts. Arrange to have an assistant who can give out "Will Call" tickets and help as needed.
<i>One hour before concert</i>	Set up the "Box Office". Get cash box from the Treasurer with \$200.00, (10@\$10, 10@\$5, 50@\$1). Get envelopes with prepaid "Will Call" tickets from Ticket Chair.
<i>As audience members arrive</i>	Sell tickets and keep a count of the number of tickets sold in each category, (Senior/Student or general admission).
<i>When ticket sale is completed</i>	Count money received from door sales and give to Treasurer. It should agree with the number of tickets sold. Give a report on door sales to the Ticket Chair.
<i>June</i>	Attend the transitional Board meeting to discuss the job with your successor. Write an annual report and suggest revisions to the job description.

COMMUNITY LIAISON

The Community Liaison is responsible for developing, facilitating, and implementing affirmative action for the Society. The Community Liaison reports to the Vice President for Public Relations.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>July</i>	With the President and General Manager plan affirmative action for the season, including goals and ways to implement plan. Present for the Board's approval. Revise Affirmative Action Mailing List and give to Computer Services.
<i>August/September</i>	Do a mailing to community groups including a welcoming letter, brochure, and audition notices. Utilize mailing labels provided by Computer Services.
<i>November</i>	Review grant guidelines with General Manager. Include affirmative action plan and report in Evanston Arts Council Grant application (usually due Dec. 15).
<i>One month before each concert</i>	Prepare letter or presentation and offer complimentary or discounted tickets for community groups as provided in the affirmative action plan.
<i>Concert day</i>	Make arrangements with the House Manager to collect data on minority members of our audience.
<i>On-going</i>	Follow through on any special implementation included in the season's affirmative action plans. Attend Board meetings.
<i>May</i>	Get data on minority members from membership chair and General Manager. Prepare year-end report on affirmative action for the season. Make recommendations for next season's affirmative action plan. Revise job description if necessary, and discuss position with successor at transitional board meeting.

CONCERT MANAGER

The Concert Manager, with the Vice President for Concerts, makes the necessary arrangements for each dress rehearsal and concert. The Concert Manager is responsible for the on-site implementation of these arrangements. The Concert Manager reports to the Vice President for Concerts.

DEADLINES	DUTIES
June	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
2 months before concert	Meet with Vice President of Concerts to discuss what equipment and arrangements will be needed (i.e. lighting, risers, etc.) With the Vice President, see that these arrangements are made.
2 weeks before any concert	With Vice President, arrange for the transportation of borrowed equipment to the hall and for its return. Make sure you are aware of specific arrangements needed to get into building, to locate, set up, take down, and store equipment. Arrange for concert seating plan if desired by Music Director.
Day of each rehearsal/concert	Supervise the set-up and take down of equipment. Be visible and available to direct and answer questions of the crew and other chorus members who have been recruited.
At concert	Turn lights on and off following any intermission to signal performers and audience that concert will resume.
After each concert	Follow up on return of any borrowed equipment. Secure facilities as agreed upon with facilities personnel (e.g. lock doors, turn off lights).
On-going	Attend Board meetings.
May	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

DESKTOP PUBLISHER

The Desktop Publisher is a resource for design and creation of printed materials for the Society. On request, the Desktop Publisher produces camera-ready copy for duplication and/or distribution by other NSCS Committees.

The Desktop Publisher reports to the Vice President for Public Relations.

DEADLINES	DUTIES
June	Participate in the transitional board meeting to discuss position with predecessor, review job description and annual report.
July	Meet with Music Director, President, General Manager, Publicity Chairperson, Vice President for Public Relations, and Art Chairperson ("Brochure Committee") on development of the annual brochure.
August	Work with Art Chairperson to transform images and text into format required for brochure production.
Six weeks before audition, concert or event	Work with Art Chairperson to create camera-ready copy for concert poster/flyer, notice, or special event announcement, as requested.
Five weeks before concert	Work with Program Chairperson to create camera-ready copy for concert program.
On-going	Provide other material when requested. This includes providing computer files or camera-ready copy by desktop publishing for other NSCS Committees, as requested:
Fund Raising	<ul style="list-style-type: none"> Program Ad solicitation letter Patron solicitation letters Benefit Concert information sheet, poster, invitation, response card Benefit Concert donation solicitation materials Benefit Concert program Silent Auction Catalogue, Bid Sheets, Results Sheet.
Concerts	<ul style="list-style-type: none"> Tickets Subscriber letters Program Note pages for distribution to patrons and members Signs
Operations	<ul style="list-style-type: none"> Information sheet (for inclusion in Welcome Wagon packet) Audition notices Membership Guide
Publicity	<ul style="list-style-type: none"> Name tags Bookmarks Brochures Concert posters/flyers Concert programs Program ads
NSCS Board	<ul style="list-style-type: none"> Stationery listing this year's officers and committee chairs Fact Sheet for grant applications
May	<p>Notify General Manager of value of in-kind contributions.</p> <p>Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.</p>

GENERAL MANAGER

The General Manager is a paid staff position responsible for the following:

- Assistance to the Music Director and President
- Writing of grant applications
- Development of funding sources
- Management of Society communications
- Co-ordination of work of Board Members
- Communication with other musical organizations

The General Manager reports to the President.

The duties listed below may to a large extent be done by the volunteer board members, and the General Manager need only insure their accomplishment in a timely manner.

DEADLINES	DUTIES
<i>Following Election</i>	
	Get roster of committee chairs/officers from VP's. Generate board list for July board meeting.
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report. Confirm with hall the rehearsal arrangements including dates and time of rehearsals, and rates of rental. Arrange for piano tuning.
<i>June 30</i>	EAC Final Report due. Get extension, because they want audited figures, and our audit isn't ready until August.
<i>July</i>	Enter all dates for auditions, concerts, fundraising events (e.g. Dominick/Jewel days), etc. into computer calendar, and issue a general calendar for each board member. Determine with President the progress of brochure development. Consult with President, Treasurer, and Music Director and get revised budget for the year. Make at least 10 copies for grant use.
<i>August</i>	Coordinate with VP Fundraising and President on all grant applications for the year. Do EAC final report when we get audited figures and new budget.
<i>1 month prior to audition period</i>	
	Arrange both with Music Director and rehearsal hall for space/piano for auditions, confirming dates, times, and location. Arrange to have someone at auditions to provide information.
<i>On-going</i>	
	Advise rehearsal facility of any schedule changes. If rehearsal facility has schedule conflict on a regular rehearsal night, make alternative rehearsal arrangements and notify members. Secure bills for rental of rehearsal space. Forward to Treasurer.
<i>September</i>	Get value of free print advertising from Cyrus, Baxter, Pioneer Press for in-kind figures.
<i>September 30</i>	IAC Final Report due.

DEADLINES	DUTIES
<i>October</i>	<p>Get minority member count 3 weeks after rehearsals begin for each concert. Keep record of numbers for grant writing purpose.</p> <p>Coordinate subscription operations if ticket chair does not wish to.</p> <p>Get list of advertisers/addresses and give to membership chair for mailing list.</p>
<i>November</i>	<p>Work with Treasurer/President/Music Director on preliminary budget for following fiscal year.</p> <p>Begin work on Evanston Arts Council grant.</p>
<i>December 15</i>	<p>Evanston Arts Council grant is due with an affirmative action plan.</p>
<i>February</i>	<p>Request from Treasurer copy of Annual Report to Secretary of State for IAC grant proposal due March 15.</p> <p>Begin work on Illinois Arts Council Grant.</p>
<i>March 15</i>	<p>Illinois Arts Council Grant due.</p>
<i>Month before each concert</i>	<p>Get concert flyers for use in proposals.</p>
<i>2 weeks before concert</i>	<p>Send complimentary tickets and program notes to St. Luke's, St. John's, Unitarian Church. Also to Mayor, State Legislators. Send letter to EAC, IAC, and any other granting organization offering to hold tickets for them at the door.</p>
<i>After each concert</i>	<p>Get from House Mgr. audience count, minority attendees, etc. Keep record for grants. We can use EAC "Organizational Profile" form, and give it to House Mgr. before each concert.</p>
<i>On-going</i>	<p>Research possibilities for government, foundation and corporate grant proposals. Write for guidelines. Consult with President, VP Fundraising and Music Director on purposes and priorities for government and foundation grants. Present abstract of specific grant possibilities to board for approval. Write grant applications.</p> <p>Follow up on any grant report or correspondence required after acceptance.</p> <p>Inform Publicity chair of necessary grant acknowledgements for posters, programs, etc.</p> <p>Answer telephone inquiries re: society, auditions, etc.</p> <p>Collect mail and forward to appropriate board members.</p> <p>Receive bills and forward, as approved, to Treasurer for payment.</p> <p>Provide computer-generated correspondence.</p> <p>Provide secretarial and clerical support for President.</p> <p>Collect In-kind donation information from VP's.</p> <p>Get Matching gifts figures from Treasurer.</p> <p>Attend Board Meetings.</p> <p>Attend appropriate meetings of EAC, IAC.</p> <p>Serve as delegate to Chicago Music Alliance. Communicate with other musical organizations as appropriate.</p>

North Shore Choral Society Job Description

GENERAL MANAGER

Revision date: Unknown

DEADLINES	DUTIES
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

HOUSE MANAGER

The House Manager, necessarily a non-singer, is responsible for supervision of the house and audience during concerts, reports to the Vice President for Concerts, and attends Board meetings.

These guidelines apply to concerts at St. Luke’s Church, Evanston. Other locations may call for appropriate changes.

DEADLINES	DUTIES
<i>June</i>	<p>Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.</p> <p>Confirm with hall the rehearsal arrangements including dates and time of rehearsals, and rates of rental. Arrange for piano tuning.</p>
<i>3 weeks before concert</i>	<p>Contact former ushers and see who is available. Decide how many additional ushers are needed. Make sign-up sheet available at rehearsals for relatives and friends who might wish to volunteer. Also contact newsletter editor to put request in the bulletin for prospective ushers. Confirm that all ushers will come on duty at 2:00 PM. [1 hour before concert start time.]</p>
<i>At Board meeting</i>	<p>Confirm arrangements with Concert Manager making sure that sufficient seating will be available. Check with General Manager or Ticket chairman to estimate number of reserved seats needed. Remind Treasurer to bring cash box and cash float.</p>
<i>Day of concert</i>	<p>Arrive 1½ hours before concert time; see that table and chairs are set for cash desk; see that extra seating is adequate for expected numbers; locate phone and light switches in case of emergency; check that handicapped washroom in first floor vestry is unlocked.</p> <p>Take charge of tickets from Ticket Chair, cash box from Treasurer, and programs. Attach RESERVED labels to ends of pews.</p> <p>Station USHERS at specific locations as they arrive. Make sure ushers know directions to washrooms and to the first floor handicapped washroom and emergency phone.</p> <p>NOTE: phone is for emergency use only, and user must be accompanied into parish house offices by an usher.</p> <p>As AUDIENCE arrives, oversee seating of public, be prepared to assist disabled at entry and make space available for wheelchairs behind pews. Distribute large-print copies of program notes as needed. Hold back and seat late-comers as necessary. Conduct surveys and audience counts as required. Report minority attendance to General Manager and Community Liaison.</p> <p>AFTER concert, usher team should help tidy up pews.</p>
<i>After concert</i>	<p>Report to Board on how concert went, problems, etc.</p> <p>Thank ushers; call or write notes as appropriate.</p>
<i>On-going</i>	<p>Attend Board meetings.</p>
<i>May</i>	<p>Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.</p>

MAILING CHAIR

The Mailings Chairperson prepares and posts all bulk mail of the Society (quantities of 200 pieces or more qualifying for a reduced postal rate for non-profit organizations). These usually include the brochure, concert flyers, and sometimes the patrons letter.

The Mailings Chair reports to the Vice President for Public Relations.

DEADLINES DUTIES	
<i>As appropriate</i>	Process the mailings of the December (Christmas), March/April and May/June concerts.
June	Participate in a transitional board meeting, if needed, to discuss the position with predecessor, to review job description and to submit an annual report.
July	Box Rent due. The Society is billed and the Treasurer pays. Confirm this.
August	Process the mailing of the annual brochure.
November	Annual non-profit permit fee is due. The Society is billed and the Treasurer pays. Confirm this.

GENERAL PROCEDURE FOR PREPARING MAILINGS
<p>Several weeks prior to a concert, obtain mailing labels from the Operations Chairperson for Membership/Database; in many instances, the person(s) responsible for preparation of a particular mailing will already have done this. Affix labels and stamps to the mailing if this has not been done previously; it is prudent to check ahead of time to determine if you will receive the mailing already prepared for posting.</p> <p>Items must be sorted by Zip code and placed in USPS provided boxes, labeled appropriately. The Bulk Mail room at the post office will provide labels and explain their use (see below).</p> <p>Retain records of each mailing for the annual report.</p>
STEPS FOR PROCESSING MAILINGS
<p>The Society has a non-profit permit (no. 77) for pre-sorted (by Zip code), standard mail letters and flats. These usually are the annual brochure and flyers for individual concerts; additional mailings can include the patrons letter and postal card-type announcements. There must be a total of at least 200 items in a given mailing for it to be eligible for reduced, bulk mailing rates.</p> <p>The lowest bulk rate applies when there are more than 100 pieces for a single 3 or 5 number Zip code ("3/5 Letter" on PS Form 3602-NZ). If there are fewer than 100 pieces for a given Zip code, a slightly higher reduced rate applies.</p> <p>Mailings are to be delivered to the Bulk Mail Room (tel 847 328 6236 x25) inside the rear dock of the Evanston Main Post Office, between 9am and 1pm, and 2-4 pm. Items must be sorted by Zip, placed in special USPS boxes with proper labels and inventoried on the appropriate form (all available from the USPS). Regulations are given in USPS Publication 95, <i>Quick Service Guide</i>.</p> <p>Payment for mailings can be made personally, with reimbursement made by the Treasurer of the Society, or from monies previously deposited on account at the post office. The latter is a more efficient procedure, particularly if an annual deposit is made (at a postal service window).</p>

Revised: Bruce G. Gladfelter, August 15, 2006

MEMBERSHIP CHAIR / COMPUTER SERVICES

The Membership Chair is responsible for the registration of members, the maintenance of rehearsal attendance records and all other computerized records, including mailing lists. The Membership Chair reports to the Vice President for Operations.

DEADLINES	DUTIES
<i>June</i>	<p>Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.</p> <p>With the Vice President for Operations and coordinating with Treasurer and Music Librarian, plan registration of members.</p> <p>Plan information brochure for members.</p>
<i>August</i>	<p>Arrange for printing of registration forms and information brochure for members.</p> <p>Secure section coordinators.</p>
<i>1st Rehearsal</i>	<p>Conduct registration of members. Have members complete registration forms.</p> <p>Coordinate registration with Treasurer taking dues and Music Librarian issuing music.</p> <p>Have supply of name tags.</p>
<i>Each rehearsal</i>	<p>Be at all rehearsals 15 minutes early. Be available to register new or returning members.</p> <p>Have attendance sheets out by section and, via the Section Coordinators, ensure that all members sign in.</p> <p>Remind section coordinators to call non attending members before the next rehearsal. (If they are not available, Membership Chair should do it, then VP for Operations, then President).</p>
<i>4 weeks before each concert</i>	<p>Ensure that list of paid members, alphabetized by section, is given to Program Chair before publication deadline.</p>
<i>On-going</i>	<p>Based on information from membership forms, make list of possible volunteers and notify board members of volunteers available for various board functions.</p> <p>Check with Treasurer re paid members. Notify VP Operations and/or President of any unpaid members.</p> <p>Maintain and update database, provide labels and reports as required. Record contributions as provided by Patrons Chair and General Manager.</p> <p>Follow up on members who have dropped out.</p> <p>Attend Board meetings.</p>
<i>May</i>	<p>Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.</p>

MEMBERSHIP COMMUNICATIONS EDITOR

The Newsletter Editor is responsible for writing, preparing, and distributing a newsletter for the Society's members and supporters. The Newsletter Editor reports to the Vice President for Operations.

DEADLINES	DUTIES
<i>June</i>	Participate in the transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>July</i>	Confirm with the President the frequency of editions (has been quarterly, August and three weeks before each of three concerts).
<i>4 weeks prior to edition</i>	Music Director and Board members will advise as to what to include in each newsletter. Collect information, including articles written by others. Write and edit final copy as required.
<i>For each edition</i>	The initial newsletter produced during the late summer should be prepared and forwarded to Mailing Chair. This newsletter should be printed in a three fold format with return address and bulk mail permit number printed on the final fold. Subsequent editions of newsletters should be set out at rehearsals.
<i>2 weeks prior to edition</i>	Type up newsletter or have it typeset utilizing Society logo.
<i>1 week prior to edition</i>	Have newsletter printed by outside printer or member of the chorus.
<i>On-going</i>	Put most current newsletter out at each rehearsal. Store in cabinet at rehearsal hall. Make sure that Archivist gets a copy of each newsletter.
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

MUSIC DIRECTOR

The Music Director provides the artistic vision of the North Shore Choral Society and is responsible for the leadership and direction of every aspect of the performances by the chorus and orchestra. The Music Director reports to the Board of Directors and works in conjunction and consultation with the Board.

Artistic Management

- Provides overall artistic leadership and direction to the chorus and concert orchestra, instrumentalists, and soloists
- Selects and evaluates chorus members
- Plans all artistic aspects in the choice of repertoire and selection of venues
- Selects all artistic personnel (accompanist, soloists, orchestra, and individual instrumentalists) and coaches them as necessary
- Conducts all weekly rehearsals and concerts for a circa nine-month season
- Ensures that program notes are written for each concert
- Prepares scores for chorus, orchestra, and soloists as necessary
- Provides information for the concert program books
- Negotiates artists' fees within Board-approved budget parameters

Board Relations

- Participates as a member of the Board of Directors on all matters, except his or her own personnel matters
- Presents monthly reports to the Board regarding the status of the artistic programs
- Participates in fundraising activities

Public Relations

- Serves as a key official spokesperson for the Society
- Participates in community activities that further the name recognition of the Society
- Represents the Society in all media appearances
- Participates in musical and professional organizations
- Collaborates in developing marketing campaigns and publicity for the chorus

Financial Management

- Develops an annual comprehensive artistic plan that, once approved by the Board, provides the basis for the annual budget
- Follows the approved annual budget for the programs
- Collaborates in the preparation of grant applications

MUSIC LIBRARIAN

The Music Librarian is responsible for securing, distributing, and retrieving music used by the Society members. The Music Librarian reports to the Vice President for Operations.

DEADLINES	DUTIES
<i>June</i>	Participate in the transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>2 months before start of rehearsals for any concert</i>	<p>Get instructions and advice from Music Director on what music to order and where. Music may be rented or purchased, depending on availability.</p> <p>Order and obtain music.</p> <p>Send bills for purchased music to Treasurer.</p> <p>If music is borrowed or rented, also find resource to purchase music for those members who may want to buy it.</p> <p>Assist Music Director in preparing music, if needed. Number all borrowed or rented music.</p>
<i>2 Weeks before 1st rehearsal. of new music</i>	<p>Have a list of members prepared to record music given out. This can be obtained from Membership/Computer Services.</p> <p>It is important to have the music well before the first rehearsal so that it may be marked. If it is rented music and already marked NSCS numbers should still be added, preferably by small stick-on tabs. These can be color coded for source, but numbered consecutively, e. g. Presbyt. yellow 1-26, Lutheran blue 27-40..etc.</p>
<i>At the beginning of rehearsals of new music</i>	<p>Before the first rehearsal the music should be stacked numerically. Issue music, recording number of borrowed or rented music given out to each member. It is important to know where each piece of music is. A helper will be needed to move things along.</p> <p>For purchased music an exact record must be kept of those who <i>have</i> paid and those who <i>will</i> pay. A helper is useful here too. It is helpful to start with a good supply of cash in the cash box.</p> <p>If music is borrowed, take names of members who want to purchase music for themselves. Have members prepay if possible. (If they order and then do not want the music, they still must pay for it). Order music. Keep record of purchases. Give Treasurer money received, and have Treasurer pay on invoice.</p>
<i>4 weeks before concert</i>	Give acknowledgment for borrowed music to Program Chair
<i>At dress rehearsals and concerts</i>	<p>Have black folders available for members.</p> <p>As each concert is about to begin, beg, implore all singers to return the rental music immediately after the concert. Stress several times the importance of the immediate return of music.</p>

DEADLINES DUTIES	
<i>Following each concert</i>	<p>Have a large box in a convenient place for the return of music and black folders. Collect all music in sight and orchestra parts if the Music Director does not take care of them. Check promptly for missing parts.</p> <p>Check in returned music and determine which members still have music out. Contact those members promptly, making clear their option of returning the music or paying for its replacement. Try to get rented music back, as companies really prefer this to money for a replacement. Keep record of what members owe for un returned music.</p> <p>Forward money received for replacement of lost or unreturned music to Treasurer.</p> <p>When all music has been returned, arrange it numerically and return it to the source (church, school or rental company) from whence it came. Store purchased music.</p>
<i>On-going</i>	<p>Maintain listing of music in the music library.</p> <p>Oversee storage of music library</p> <p>Attend Board meetings.</p>
<i>May</i>	<p>Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.</p>

PATRON CHAIR

The Patrons Chairperson takes care of the annual appeal for contributions from individuals and businesses. The Patrons Chair reports to the Vice President for Fundraising.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>August</i>	<p>Compose, print (with current board members listed at left), and reproduce a letter soliciting contributions from prospective patrons. The President and Patrons Chair may send a joint letter.</p> <p>The patrons mailing should include:</p> <ul style="list-style-type: none"> • Those who have donated within the last few years, • Names solicited from chorus members each year, • Former members.
<i>September</i>	<p>Mail out patrons letters by first class mail.</p> <p>Compose a separate letter to NSCS members and distribute at rehearsals to save postage.</p> <p>Keep track of expenses incurred and bill Treasurer for same.</p>
<i>4 weeks before each concert</i>	Give Program Chair the list of patrons (divided into categories) before the printing deadline.
<i>6-8 weeks before 2nd and 3rd concert</i>	Solicit additional names for a second and third patrons appeal.
<i>On-going</i>	<p>Keep accurate records of all contributions received, response made, tickets sent, etc. Send prompt thank you letters to all patrons.</p> <p>Review patron mailing list, deleting those people who have not responded for five years. Notify Computer Services of any changes.</p> <p>Attend Board meetings.</p>
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

PRESIDENT

The President assists the Music Director, provides direction for the work of the Society and of its General Manager, monitors functioning of all officers, provides leadership and information to members, conducts all meetings of the Society and its Board, and represents the Society as required. The President fulfills the responsibilities of the position with the advice and approval of the Board of Directors.

DEADLINES DUTIES	
<i>Following Election</i>	<p>Meet with Music Director to establish priorities for the season and of your term of office.</p> <p>Secure rosters of chairpersons and officers from Vice Presidents.</p> <p>Insure that all positions are filled.</p>
<i>ASAP</i>	<p>Confirm concert program, dates, and rehearsal schedule.</p>
<i>June</i>	<p>Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.</p> <p>Present non-elected officers.</p> <p>Meet with each Vice President to review work of the season.</p> <p>Confirm with Newsletter Editor the frequency of editions for the season.</p> <p>Confirm meeting place for monthly board meetings (currently St. John’s Lutheran Church in Wilmette).</p>
<i>July</i>	<p>Present any additional non elected officers to the Board of Directors for approval.</p> <p>Confirm material for summer newsletter.</p> <p>With Treasurer, General Manager, and Director prepare revised budget for Board approval.</p> <p>Meet with the Music Director, Publicity, General Manager, Art and Desk Top Publisher Chairs on the development of the brochure.</p> <p>With the Community Liaison and General Manager develop the Affirmative Action plan for the season.</p> <p>Check with the Vice President for Operations on arrangements for registration of new members and beginning of rehearsal season.</p>
<i>August</i>	<p>Coordinate with Vice President for Fundraising and General Manager grant applications and fund raising efforts for the year.</p> <p>Check with Patrons chair on the drafting of the patrons letter. Assist as needed.</p> <p>Insure that concert taping arrangements are established for the season and will be confirmed for each concert (currently done by Anthony Green).</p> <p>Confirm all preparations for the opening of the season.</p>
<i>At every rehearsal</i>	<p>Present announcements, securing information from Vice Presidents and chairmen. Provide leadership and information to members.</p> <p>Promote work of the Society. Be aware of morale of the group.</p>
<i>Monthly</i>	<p>Schedule and conduct all board meetings. Prepare an agenda for each meeting including input from Vice Presidents, Music Director, and General Manager.</p>
<i>At Board meetings</i>	

North Shore Choral Society Job Description

PRESIDENT

Revision date: unknown

DEADLINES	DUTIES
	Confirm all necessary arrangements for concerts, one month before each concert.
November	Work with Treasurer, Music Director and General Manager on the preliminary budget for next year, which is needed for the Evanston Arts Council Grant application.
December	Insure that the proposed budget and program for the following season are presented to the Board of Directors.
February	Select a Nominating Committee. Secure the Board of Directors' approval.
April	Confirm the hiring and salaries of the Music Director, Accompanist, and General Manager for the next season.
On-going	<p>Consult with and assist Music Director as requested.</p> <p>Supervise the work of the General Manager. Regularly meet and discuss current and anticipated projects of the General Manager.</p> <p>Share information, communications to the Society. Insure delegation of work to appropriate officers.</p> <p>Monitor the functioning of elected and non elected officers.</p> <p>With Vice Presidents periodically review work of the Society.</p> <p>With Vice Presidents, insure new appointments in the event of resignations.</p> <p>Provide assistance, yourself or others, to insure the work of the Society is completed.</p> <p>Insure that the Board of Directors twice yearly presents a budget and financial report to the members.</p> <p>Conduct all general membership meetings of the Society.</p> <p>Serve as representative of the Society as needed, e.g. at benefit concerts)</p> <p>Write acknowledgments and thanks to those providing special services to the Society.</p> <p>Report any in-kind gifts to the General Manager.</p> <p>Insure that all documents of your work are retained. If not needed for current job responsibility, forward to Archivist.</p>
3-5 weeks before last concert	Conduct the annual business meeting of the Society and election of new officers.
May	<p>Evaluate the General Manager and present evaluation to Board of Directors.</p> <p>Insure the hiring of an auditor to audit the accounts of the Society.</p> <p>Make arrangements for the transitional Board meeting.</p> <p>Request of all Board members an annual report, providing an outline of information to be included.</p> <p>Prepare President's annual report, revise job description, and discuss position with successor at the transitional Board meeting.</p>

PROGRAM ADS CHAIR

The Program Ads Chair is in charge of the yearly program ad campaign and reports to the Vice President for Fundraising.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and submit annual report.
<i>August</i>	With the Vice President for Fundraising, participate in planning session for program ad solicitation.
<i>September</i>	Obtain copies of ad order forms, (Desk Top Publisher has provided master copy of form.) Make order forms available to members at rehearsals along with copies of old programs to show sample ads. Individually mount ad copy from previous season to make it easy for members to approach former advertisers.
<i>Late Sept/Oct.</i>	Pitch ad selling to members. Give members suggestions on how to sell ads. Collect ad forms, ad copy and checks. Forward ads to Program Chair. Forward money, clearly marked as to source, to Treasurer. Retain ad order forms. Make list of advertisers and members who sold ads.
<i>Three weeks before concert</i>	Deadline for ads to be included in the concert program. Give all ads to Program Chair. Prepare list of advertisers by categories for program.
<i>After first concert</i>	Write thank-you letter to advertisers, enclosing copy of program. Mail or deliver letters to advertisers. Letter should also advise advertisers of future deadlines for copy changes.
<i>Six weeks before second and third concerts</i>	Announce to members that they may solicit additional ads for the remainder of the season. Have order forms and programs available for members as before.
<i>After second and third concerts</i>	Remind sellers to take programs to advertisers showing published ads. Write thank-you letters to new advertisers.
<i>On-going</i>	Attend Board meetings.
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

PROGRAM CHAIR

The Program Chair assembles information for concert programs in cooperation with the Music Director, Desktop Publisher and other board members. The Program Chair reports to the Vice President for Public Relations.

DEADLINES	DUTIES
June	Participate in a transitional board meeting to discuss position with predecessor and Desktop Publisher, review job description and annual report.
August/September	<p>Arrange for printer; get competitive quotes; talk to General Manager.</p> <p>{Quartet Copies was used again in the 1994/95 season. We get a better rate when all NSCS business is done with the same printer; the printing of the winter and spring programs was excellent}</p>
September, November, March	Announce deadlines for all program inclusions at first rehearsals for each concert.
26 days before concert	<p>Make sure Desktop Publisher has:</p> <ul style="list-style-type: none"> <i>Text</i> <i>Membership List by section</i> <i>Patrons List</i> <i>NSCS Board Roster</i> <i>Program Notes</i> <i>Biographies (Write the soloists' biographies based on material from the Music Director.)</i> <i>Orchestra List</i> <i>Membership information</i> <i>Dominicks/Jewel benefit information</i> <i>Benefit Concert announcements</i> <i>Grants</i> <i>Gifts in kind</i> <i>Other Benefactors</i> <p>In addition, be sure to check with Librarian and Music Director for acknowledgment of Musical Scores and with Music Director for Information on NSCS's upcoming season.</p>
19 days before concert	<p>Collect all ad copy. Make lists of ads by size and shape, including category, if needed, and give to Desktop Publisher.</p> <p>Assist with proofreading.</p>
12 days before concert	<p>Inform board that this is the final date for inclusions or changes.</p> <p>Assist Desktop Publisher with layout.</p> <p>Paste up ads.</p> <p>Call printer to order paper for cover.</p>
8 days before concert	Deliver layout to printer.
5 days before concert	Proof program.
1 Day before concert	

North Shore Choral Society Job Description

PROGRAM CHAIR

Revision date: 1995

DEADLINES	DUTIES
	Deliver programs to dress rehearsal; distribute them to NSCS and orchestra members. Keep one for Program Chair's file.
<i>On-going</i>	Attend Board meetings.
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

PUBLICITY CHAIR

The Publicity Chairperson is responsible for publicizing and advertising concerts, audition periods and special events of the Society. The Publicity Chair reports to the Vice President for Public Relations.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>August</i>	<p>Obtain audition information from the General Manager and submit to media according to the Media List schedule.</p> <p>Clarify with the General Manager and VP of Public Relations what grant acknowledgments are required on publicity materials.</p> <p>Work with the VP of Public Relations to identify plans for paid advertising and possible additional seasonal publicity items. (One example is bookmarks.)</p> <p>Confirm the contacts, deadlines, and preferred formats for various media. Update the Media List spreadsheet. Notify Computer Services of any changes for media for whom mailing labels are used.</p> <p>Prepare the press releases for the season. Create one comprehensive release for the entire season and individual releases for each concert. Distribute the comprehensive release according to the Media List schedule.</p> <p>Plan complimentary ticket distribution with the General Manager.</p>
<i>March</i>	Review photo file of choir and determine if adequate for the next year's publicity. If needed, arrange for photo sessions at rehearsals or concerts to expand file. (Black and white glossy prints are required by papers.)
<i>3 months prior to each event and continuing through three weeks prior to each event</i>	<p>Send event information to the media according to the Media List schedule.</p> <p>Update the individual concert press release with any updated information, such as soloist names.</p> <p>Work with media editors on feature stories.</p> <p>Send the press release to the VP of Public Relations for posting on the web site.</p>
<i>At least 1 month prior to each event</i>	<p>Request the media labels from Computer Services. Send the concert press release to the General Manager and request copies be made for every media for whom mailing labels are used.</p> <p>Work with the VP of Public Relations to determine if church notifications are appropriate based on the concert repertoire. If so, prepare a notification that is suitable for a church newsletter or bulletin. Request the church mailing labels from Computer Services. Send the church notification to the General Manager and request copies be made.</p>
<i>On-going</i>	<p>Follow through on periodic photo session of choir and events.</p> <p>Keep a record of expenses. Submit bills to Treasurer for reimbursement or payment of services.</p> <p>Keep track of printed publicity clippings and photos. Give copies to the Archivist and to General Manager.</p> <p>Report Gifts-in-Kind to General Manager.</p> <p>Attend Board meetings.</p>

North Shore Choral Society Job Description

PUBLICITY CHAIR

Revision date: 8/20/2006

DEADLINES	DUTIES
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

Revised: Patricia Seidl, August 20, 2006

SECRETARY

The Secretary is responsible for taking and distributing minutes of Board and general membership meetings. The Secretary reports to the President.

DEADLINES DUTIES	
June	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>1½ weeks before each Board meeting</i>	
	Call all elected officers reminding them of date, time, place of the next Board meeting. Have Vice Presidents call their committee chairs. Inform President in advance of any Board members who cannot attend.
<i>At each Board Meeting</i>	
	Take minutes. (Notify President ahead of time if you can't be meeting there.) Collect a copy of any materials and reports submitted by Board members to be included in file of minutes.
<i>As soon as possible after board meeting</i>	
	Duplicate and distribute minutes to all Board members, General Manager and Music Director (not copies of all attachments). Attach Treasurer's report and any materials distributed at the meeting to minutes for any absent board members.
<i>At each general meeting</i>	
	Take minutes of meeting. Duplicate and forward copies to the board.
May	Collect original minutes, with attachments, to include in annual report. (The Secretary's minutes will be submitted by the President to the Archivist.) Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

SECTION COORDINATORS

Section Coordinators are responsible for encouraging regular attendance by members and knowing singing status of members of their section. Section Leaders report to the Membership Chair.

DEADLINES DUTIES	
<i>At each rehearsal</i>	Get to know members in your section. Check attendance sheets at break. Try to determine if unmarked members are actually present.
<i>Following each rehearsal</i>	Take top copy of attendance sheet and, during the week, call missing members to encourage them to attend the next rehearsal. Find out if there are any problems affecting attendance or their ability to sing in the concert and report findings to Membership Chair and/or Music Director.
<i>2 weeks before concert</i>	Help Membership Chair to confirm which members will be singing in the concert and to make this information available as requested to the Music Director and Concert Manager for seating arrangements.
<i>On-going</i>	Section Coordinators will notify members of any changes in rehearsal location. They may also be asked to canvass members on various issues when requested by the board. Notify Membership Chair of members who are dropping out and why. If a Member has personal problems (illness, death in family) or special happenings (birth, marriage) call it to the attention of the Membership Chair or President for appropriate response by the Society.

SOCIAL CHAIR

The Social Chairperson is responsible for organizing social events for members of the Society. The Social Chairperson reports to the Vice President for Operations.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>September</i>	Get schedule established for regularly scheduled events such as post-concert potluck suppers, listening parties. Get Board approval of schedule. Prepare for regular refreshments at rehearsal breaks. Establish sign-up sheet for weekly juice. Explain to members. Two people are asked to bring one gallon of juice each, and paper cups for each rehearsal (except those at St. Luke’s Church). Donations are asked. The money goes to the Treasurer.
<i>3 weeks before concert</i>	A host/hostess for the post-concert potluck supper should be confirmed. A sign-up sheet for dishes should be provided at rehearsals. Insure announcements of event are made to members.
<i>2 weeks before concert</i>	Confirm availability of tape for listening party. A host or hostess for the listening party should be confirmed. The listening party is usually held the Tuesday evening following the concert. Members bring refreshments. The Social Chair supplies paper cups, plates, napkins, coffee, tea, sugar, and non-dairy creamer.
<i>At each event</i>	Provide set-up and clean-up for host/hostess.
<i>On-going</i>	Maintain schedule for rehearsal refreshments. Propose ideas for social events to the Board. Plan any additional events approved. Attend Board meetings.
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

STORE BENEFITS DAYS CHAIR

The Benefit Days chairperson reports to the Vice-President of Fundraising

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>July</i>	Set dates with Dominicks and Jewel (three 3-day periods per calendar year per store). Give dates to membership chairperson for the membership guide, to the general manager for the calendar, and to the newsletter chairperson.
<i>2-3 weeks before scheduled dates</i>	Check with benefit coordinator at store to confirm dates and arrange to secure slips. Announce dates, make slips available to members for their use.
<i>4-6 weeks after benefit days</i>	When check is received, record the amount. Forward to treasurer, marked as to source. Report results to the newsletter chairperson in particular and to the membership in general
<i>On-going</i>	Attend Board meetings. Remind members of up-coming benefit days.
<i>May</i>	Prepare annual report, revise job description if necessary.

TICKETS MANAGER

The Tickets Manager is responsible for the printing and distribution of tickets for the concerts and collection of payment for advance ticket sales. The Tickets Manager reports to the Vice President for Concerts.

DEADLINES	DUTIES												
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.												
<i>September</i>	<p>Confirm dates, prices, titles and locations of concerts.</p> <p>Meet with Desk Top Publisher re ticket design.</p> <p>Purchase stock, a different color for subscription/complimentary, senior/student, and regular tickets. The tickets are duplicated and cut, currently at Quartet.</p> <p>Amounts are: 200 per concert S/S, 200 regular and 100 subscribers, and 50 complimentary.</p>												
<i>Four weeks before each concert</i>	<p>Have tickets available at every rehearsal for sale to members before rehearsals and during intermissions. Members pay for the tickets at the time they receive them. They sign a sheet indicating their name, the number and kind of tickets purchased and the total amount. This information is copied into the ledger. Members may order tickets in advance to be picked up and paid for at a later date.</p>												
<i>Three weeks before each concert</i>	<p>Mail program notes to subscribers.</p>												
<i>Each concert day</i>	<p>Give unsold tickets to door Box Office Manager. Remind him/her to deposit all stubs in box marked "At Door Sales". All other stubs go in the "Advance Sales" box.</p> <p>After the concert collect all stubs and count them. Categorize them as follows:</p> <table style="margin-left: 40px;"> <tr> <td>Subscription:</td> <td>Regular</td> <td>S/S</td> </tr> <tr> <td>In Advance:</td> <td>Regular</td> <td>S/S</td> </tr> <tr> <td>At The Door:</td> <td>Regular</td> <td>S/S</td> </tr> <tr> <td colspan="3">Complimentary</td> </tr> </table> <p>Report attendance figures by category to President and General Manager. Report total number in audience to VP for Concerts. Report total ticket sales by price and category.</p>	Subscription:	Regular	S/S	In Advance:	Regular	S/S	At The Door:	Regular	S/S	Complimentary		
Subscription:	Regular	S/S											
In Advance:	Regular	S/S											
At The Door:	Regular	S/S											
Complimentary													
<i>On-going</i>	<p>Mail season tickets or single tickets as mail and/or phone orders come in. Maintain record of subscribers and mail and phone orders. Give this information to Membership Chair to update database.</p> <p>Mail the appropriate letter (season ticket or single ticket) along with the tickets.</p> <p>Attend Board meetings.</p>												
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.												

TREASURER

The Treasurer is responsible for the receipt and disbursement of the funds of the Society, and for the timely filing of all tax and financial reports required by law. The Treasurer reports to the President.

DEADLINES	DUTIES
June	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
July	With the General Manager, revise budget for current fiscal year and submit it to the Board for consideration. Close books on year just ended (June 30) and submit final financial report to the Board for review and referral to outside auditor for examination and certification.
Before each Board meeting	Prepare financial report as of the end of the previous month, and be prepared to field any and all questions concerning the financial position of NSCS and its ability to meet its budgetary obligations.
Before each concert	Provide cash box containing change to Box Office Manager. Choose denominations depending on ticket prices. \$150 to \$200 should be enough. The day before the dress rehearsal, or sooner, the Music Director will let you know the amount to pay each musician. Have checks prepared and pay at intermission or after the concert unless requested sooner. Sometimes the orchestra needs to be paid at the rehearsal. The Music Director will determine this.
Before special events (e.g. benefit)	Provide cash box as above to NSCS board member in charge of special event.
At first 3 rehearsals of new music	Collect membership dues and music charges. With Membership Chairman and Librarian prepare a form for recording dues and music payments.
November	Prepare with Music Director and General Manager and submit (at December Board meeting) preliminary budget for subsequent fiscal year to Board for consideration. Prepare and file tax forms for the year that ended June 30: IRS 990 EZ with Schedule A, and IL Attorney General report AG-990 both due on November 15.
January	Prepare and file IRS form 1096 due January 31 with copies of form 1099M which are sent to individuals receiving over \$600 in the calendar year just ended. This includes the Music Director, General Manager, Accompanist, etc.
March	Prepare and file Annual Report with Illinois Secretary of State, due April 1. (Note: General Manager needs a copy of this form to submit with Illinois Arts Council grant application due March 15).
On-going	Deposit promptly and keep a detailed record of all money received from any source. Post receipts in the appropriate category. Pay all bills by due date and reimburse board members and others who have incurred expenses for NSCS. A bill or written statement must be kept on file for all disbursements. Post disbursement in the appropriate category. If necessary, ask for a form clarifying purpose of expense. Remind purchasers of IL sales tax exemption. Reconcile bank statements promptly and maintain files of canceled checks and check records.
May	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

Larson Fund:

This receives only contributions specifically designated to this fund. It is a special savings account generally used for “improvement” items for the Society. The Board approves any expenditure from this fund. When expenditures are made, transfer from the Larson Fund to the regular checking account and write the check from the regular account.

VICE PRESIDENT, CONCERTS

The Vice President for Concerts has supervisory responsibility for concert and dress rehearsal management, the printing and distributing of tickets for concerts, and house management at concert locations. The Vice President for Concerts reports to the President.

Reporting to the Vice President for Concerts are the following:

- Concert Manager* In charge of implementing arrangements for each concert at the concert location
- House Manager* Is responsible for the collection of tickets at concerts, usher services, and compilation of audience statistics
- Ticket Chairperson* Is responsible for the printing and distribution of tickets for the concerts, and collection of payment for individual ticket sales
- Box Office Manager* Is responsible for ticket sales at the door

DEADLINES	DUTIES
<i>Following Election</i>	Finalize roster of committee chairs and officers who report to you. Advise President. Notify General Manager for Board roster.
<i>June</i>	Participate in the transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>July, or as soon as concert dates are set</i>	Make arrangements for each concert location (including dress rehearsal dates). Music Director and Board decide where and when concerts and rehearsals are held.
<i>2 months before concert</i>	Discuss with Music Director what equipment and arrangements will be needed (lighting, risers, pianos, special instrument needs, chairs, electrical cords, music stands/lights, etc. Advise Board of any financial outlays required for concert arrangements. Get approval. Obtain bills from vendors, submit to Treasurer. With the Concert Manager, see to it that arrangements are made to obtain items needed.
<i>3 weeks before concert</i>	Advise President of any special instructions to members that need to be announced for each concert.
<i>2 weeks before concert</i>	With Concert Manager, arrange for the transportation of any borrowed equipment to the hall and for its return (a volunteer crew may be needed). Make final arrangements with facilities personnel for physical set-up and disassembly for rehearsal and performance. Enlist and schedule appropriate number of Choral Society members for set-up and take-down at each rehearsal and concert date.
<i>By dress rehearsal</i>	

	<p>If needed, arrange for lockable rooms for orchestra members to put coats, cases in, soloists to change in, chorus members' belongings.</p>
<i>After concert</i>	<p>Receive information re: audience count from Ticket Chair, re: audience racial make-up from House Manager.</p>
<i>On-going</i>	<p>Keep in touch with your chairmen and make sure they are fulfilling responsibilities and meeting deadlines stipulated in job descriptions.</p> <p>Report at Board meetings about what your chairpeople are doing to accomplish their jobs, if they cannot be there themselves.</p> <p>Provide help, yourself or someone else, if any chairperson cannot get a task done on time.</p> <p>Report any in-kind gifts to the General Manager.</p> <p>Insure that all documents of your work and of those reporting to you are retained. If these are not needed for current job responsibility, forward to Archivist.</p> <p>Attend Board meetings.</p>
<i>May</i>	<p>Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.</p>

VICE PRESIDENT, FUNDRAISING

The Vice President for Fundraising has responsibility for corporate grant applications, supervisory responsibility for program ads, patron appeals, and all fund-raising projects except sales of concert tickets. The Vice President for Fundraising reports to the President.

Reporting to the Vice President for Fundraising are the following:

- Patron Chair* Takes care of appeal for contributions from individuals and businesses
- Program Ad Chair* Takes care of development of program ads
- Benefit Chair* Takes care of one major benefit event
- Store Benefit Days* Arranges for Dominick’s and Jewel benefit days

DEADLINES DUTIES	
<i>Following Election</i>	Finalize roster of committee chairs and officers who report to you. Advise President. Notify General Manager for Board roster.
<i>June</i>	Participate in the transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>August</i>	Plan and schedule patrons campaign for the year with the patrons committee chairperson. Meet with Program Ad Committee Chairperson to plan solicitation for program ads.
<i>On-going</i>	<p>Coordinate with President and General Manager all grant applications. Research, prepare, submit and follow up on all corporate grants. (General Manager does the same for all government and foundation grants).</p> <p>Work with committees in planning and scheduling all fundraising efforts, discuss these with the Board, and confirm arrangements with committee chairs one month before each event.</p> <p>Keep a record of all fundraising income from the various sources, and transmit cash and checks to Treasurer, clearly marked as to source. Report fundraising income to the Board. Discuss all new suggestions for fundraising and make recommendations to the Board. No fundraising projects should be undertaken without Board approval.</p> <p>Report at Board meetings about what your chairpeople are doing to accomplish their jobs, if they cannot be there themselves. Provide or secure help if any chairperson cannot get a task done on time.</p> <p>Report any in-kind gifts to the General Manager.</p> <p>Insure that all documents of your work and of those reporting to you are retained. If these are not needed for current job responsibility, forward to Archivist.</p> <p>Attend Board meetings.</p>
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

VICE PRESIDENT, OPERATIONS

The Vice President for Operations has supervisory responsibility for membership, newsletters, the music library, and social events. The Vice President for Operations reports to the President.

Reporting to the Vice President for Operations are the following:

- Membership / Computer Services Chair* Takes care of the registration of members, the recruitment and supervision of Section Coordinators, the maintenance of rehearsal attendance records and all other computerized records, including mailing lists
- Music Librarian* Takes care of securing (with Music Director), distributing, and retrieving (as necessary) music used by Society members
- Membership Communications Editor* Takes care of preparing and distributing a newsletter for the Society’s members and supporters
- Social Chair:* Takes care of organizing social events for members of the Society

DEADLINES	DUTIES
<i>Following Election</i>	Finalize roster of committee chairs and officers who report to you. Advise President. Notify General Manager for Board roster.
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report. Meet with Membership Chair to plan recruitment and registration of members.
<i>On-going</i>	Keep in touch with your chairmen and make sure they are fulfilling responsibilities and meeting deadlines stipulated in job descriptions. Report at Board meetings about what your chairpersons are doing to accomplish their jobs, if they cannot be there themselves. Provide or secure help if any chairperson cannot get a task done on time. Report any in-kind gifts to the General Manager. Insure that all documents of your work and of those reporting to you are retained. If these are not needed for current job responsibility, forward to Archivist. Attend Board meetings.
<i>May</i>	Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

VICE PRESIDENT, PUBLIC RELATIONS

The Vice President for Public Relations has supervisory responsibility for advertising, publicity, the printing of programs, posters and leaflets, outreach to community groups and the keeping of historical records. The Vice President for Public Relations reports to the President.

Reporting to the Vice President for Public Relations are the following:

- Publicity Chair* Takes care of publicizing and advertising concerts, audition periods, and special events of the Society
- Art Chair* Takes care of design of the brochure, flyers, and other publicity materials for the Society
- Desktop Publisher* Prepares material and final copy as needed by the Board
- Mailing Chair* Takes care of preparation and posting of bulk mailings for the Society
- Program Chairperson* Takes care of assembling and producing concert programs for the Society
- Community Liaison* Takes care of developing and implementing affirmative action plans for the Society
- Archivist* Takes care of organization and maintenance of historical records for the Society

DEADLINES DUTIES	
<i>Following Election</i>	Finalize roster of committee chairs and officers who report to you. Advise President. Notify General Manager for Board roster.
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review job description and annual report.
<i>July</i>	Meet with Publicity Chair to develop seasonal publicity campaign and coordinate coverage of publicity tasks. Attend meetings for the development and production of the brochure. Review with Community Liaison the season's affirmative action plan. With General Manager and Vice President for Fundraising, plan special publicity efforts for middle concert.
<i>One month before each concert/event</i>	Insure the distribution of posters/flyers to members. Arrange for poster coverage in neighborhoods.
<i>On-going</i>	Review work of committees under your responsibility. Provide or secure help if any chairperson cannot get a task done on time. Assist Publicity Chairperson with special outreach, free ads etc. Propose any new suggestions for publicity to the Board for approval. Report at Board meetings about what your chairpeople are doing to accomplish their jobs, if they cannot be there themselves. Keep a record of expenses. Forward bills, clearly marked as to source, to Treasurer for payment.

	<p>Insure that all documents of your work and those reporting to you are retained. If these are not needed for current job responsibility, forward to Archivist.</p> <p>Report any in-kind gifts to General Manager.</p> <p>Attend Board meetings.</p>
<i>May</i>	<p>Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.</p>

WEBMASTER

The Web Master maintains the Web Site of the North Shore Choral Society (<http://www.northshorechoral.org>). and reports to the Vice President for Public Relations.

DEADLINES	DUTIES
<i>June</i>	Participate in a transitional board meeting to discuss position with predecessor, review the job description and annual report. Receive URLs, Userids and Passwords from predecessor. Receive complete backup copy of site and procedures for renewing Domain Name.
<i>July</i>	Establish your system of site maintenance (Dreamweaver, Front Page) Perform annual updates (See below) Test ticket ordering system
<i>August</i>	Support ticket ordering. Test New Member system.
<i>September</i>	Support New Member system.
<i>October</i>	Get all details for the first concert onto the Web Site.
<i>December</i>	Change home page immediately after first Concert. Put concert program onto the Web Site.
<i>January</i>	Get all details for the second concert onto the Web Site.
<i>March</i>	Change home page immediately after second Concert. Put concert program onto the Web Site.
<i>April</i>	Renew domain name with your credit card. Optionally seek reimbursement. Get all details for the third concert onto the Web Site.
<i>On-going</i>	Post Blue Notes weekly. Post any other relevant information. Maintain relationship with hosting organization. (Currently Betty Giorgi at the Wilmette Public Library blgiorgi@wilmette.lib.il.us .)
<i>May</i>	Change home page immediately after third Concert. Put concert program onto the Web Site. Prepare annual report, revise job description if necessary, and discuss position with successor at transitional board meeting.

WEB MASTER – Supporting Details (July 2004)

Annual Updates: Update the leaders section on the about page. Update any other information on the about page that has changed. Update ticket information. Update ticket prices and descriptions in the database. Update member page for new rehearsal schedule. Update calendar system with dates for next season. The calendar system is accessed through the North Shore Suburban Library System using the NSCS logon and password. See www.northstarnet.org/Admin/Login.asp. Create a new directory under SEASONS to hold information for next season. Create a new concert summary page for the next season. Create three new Notes pages for the next season. Notes will be added to these three new pages as the program notes become available.

Domain Name Renewal: Our domain name is paid through May 2006. It costs around \$20 per year to renew it. If it is not renewed, the name northshorechoral.org will no longer point to our Web Site. Last time we renewed it was through the Domain Registry of America at <http://www.droa.com/>. The domain name is northshorechoral.org and the password is maintained by the Web Master and passed forward in the transitional Board Meeting.

North Shore Choral Society Job Description

WEBMASTER

Revision date: July 2004

Apache, PHP and MySQL: The North Shore Suburban Library system where our Web Site currently resides supports Apache, PHP and MySQL. The New Member and Ticket systems use both PHP and MySQL. The name of the MySQL database for the North Shore Choral Society is NSCS.