

# Official Positions Within the Canadian Celtic Choir

## Members of the Board of Directors (BOD)

### The President:

- serves and is accountable to the BOD of the Canadian Celtic Choir.
- serves a two year term, starting at the AGM. Then serves two years as Past President. The President shall not serve more than two successive terms in the President role.
- responsible for the effective functioning of the BOD in its role of governing the Canadian Celtic Choir. All other duties are secondary.
- presides over the Annual general Meeting (AGM) of the Choir and meetings of its Executive Committee and Board of Directors, (BOD). She/he sets the agendas for these meetings in consultation with the Board members.
- is responsible for the general management of the choir and acts for the choir when the Board or Executive Committee is not available for consultation and endorsement. Any decisions, if made, are reported and reviewed at the next regularly scheduled Board Meeting.
- handles all correspondence addressed to the Choir, and determines how such correspondence should be addressed and replied to, in consultation with the Executive Committee, and/or the Music Director as is necessary.
- is one of the signing officers for the disbursement of funds in the saving account.
- completes the “Not-for-Profit Status form on a yearly basis or as is required.
- is signatory for any changes or amendments to the by-laws, or policies of the Choir.
- compiles a “to do” checklist of the required corporate and legal responsibilities of the BOD, and ensures that they are carried out.
- is responsible for organizing governance review on a yearly basis.
- reviews and may sign contracts for personal services of contractors, concert venues and tours.
- may participate in project or committee work.
- reviews contracts and performance appraisals.
- is a member of the Executive Committee.
- is a voting member of the BOD, but only votes when there are tie votes of the Executive Committee, and BOD. See article 8.7, Bylaws.

### The Vice President:

- is accountable to the BOD of the Canadian Celtic Choir.
- serves a two year term, then goes on to serve two years as President. The Vice President shall not serve more than two successive terms in the Vice President role.

- assumes responsibilities of the President in case of absence, and accepts such additional responsibilities as may be delegated by the President or the BOD.
- participates in the Governance Review Committee.
- reviews contracts, and corporate mandates.
- is one of the signing officers for the disbursement of Choir funds from the savings account.
- may participate in project or committee work.
- is a member of the Executive Committee.
- is a voting member of the BOD.

#### **The Immediate Past President:**

- is accountable to the BOD of the Canadian Celtic Choir.
- serves for two years and then leaves the BOD as Past President, but may seek a post as Director at Large.
- acts as an advisor and mentor to the President, and the rest of the BOD so that her/his knowledge and experience can be best used by the Choir.
- acts as chair if the President and Vice-President are unable to attend a regularly scheduled meeting.
- reviews contracts and performance appraisals.
- participates in the Governance Review Committee.
- may participate or advise in project or committee work.
- serves for two years and then leaves the BOD as Past President.
- is a member of the Executive Committee.
- Is a voting member of the BOD.

#### **The Treasurer:**

- is accountable to the BOD of the Canadian Celtic Choir.
- serves a term on the BOD for two years, but may serve an unlimited amount of terms.
- manages the choir dues processes, including annual BOD approval, choir communication, collection, refunds, control mechanisms and policy updates.
- manages the financial aspects of Performances including sales collection and tracking, expenses payments, profitability, and venue and SOCAN settlements.
- tracks Concert Program advertisers, providing acknowledgments and receipts, and updates pricing grid as appropriate.
- pays Music Professionals monthly; supplies each a calendar year summary and provides input into periodic remuneration reviews.
- maintains CD Sales and Financial Statistics, ensuring balance with actual inventory.

- is responsible for accounting systems and financial reporting processes, ensuring necessary controls and audit trails are in place.
- provides Policy updates as needed for Dues, Tours, and Surplus Management.
- is responsible for Treasurer succession through procedures documentation and training the Assistant Treasurer while managing overall workflow.
- manages Banking functions including updating Cheque Signing Authorities, monthly account reconciliations and EFT arrangements.
- produces periodic financial status reports as needed for the BOD and other financial reports as needed (e.g. AGM, Concerts, Recordings, Tours, Grants).
- monitors, and updates as needed, items with a specific budget (e.g. music, social).
- maintains financial history and Treasurer's archives.
- arranges for Insurance annual renewal and updated Liability certificates for venues.
- makes arrangements for weekly rehearsal venues, ensuring appropriate communication with vendor contacts and choir, issuing of Liability Certificates as needed, and timely payments.
- along with Assistant Treasurer has signing authority for the chequing account and savings account.
- is a member of the Executive Committee.
- is a voting member of the BOD.

**The Secretary:**

- is accountable to the BOD of the Canadian Celtic Choir.
- serves a term of two years, but may serve an unlimited number of terms.
- creates and distributes in a timely manner an agenda for the BOD meetings and AGM.
- is responsible for recording the business undertaken at all BOD meetings, and at the AGM.
- will record and distribute the minutes to the BOD members no later than one week prior to the BOD meeting, and to the webmaster for posting after approval .
- will retain all Board minutes, submitted committee reports and minutes of other meetings of the Choir membership, including ad-hoc committees and sub-committees.
- is responsible for the filing and safeguarding of all minutes.
- takes nominations for the BOD from choir members in good standing.
- is responsible for collection and dissemination of documentation needed for the AGM which will include: insuring the president, treasurer and musical conductor

have submitted their annual reports. Members have received reports of the previous AGM at least 30 minutes prior creating an agenda.

- is a voting member of the BOD.

### **The Directors at large: (4)**

- are accountable to the BOD of the Canadian Celtic Choir.
- serve for two years, but may serve for more than one term.
- may be assigned to a specific portfolio, committee, or task force as determined by the Board of Directors at its first BOD meeting after the AGM.
- will have responsibilities as outlined in bylaws 6.6.
- are all voting members of the BOD.

### **Other Positions Within The Canadian Celtic Choir**

(Though Choir members holding any of these jobs might also be members of the BOD in another capacity, the following positions by themselves are not part of the BOD, and do not include voting rights on the BOD). All of these positions require a liaison with one of the BOD Directors at large.

#### **The Registrar:**

- issues a report regarding attendance records prior to BOD meetings..
- orients and introduces new members to the Choir and gives out, explains and collects letters of commitment and skills inventory forms from new members.
- gives skills inventory forms to the BOD.
- polls the choir to determine membership availability for performances and reports to the Music Director.
- takes attendance at each rehearsal and performance.
- receives and issues a monthly report to the BOD regarding membership attendance.
- assumes a voluntary position for two years but may serve for more than one term.
- will orient members to bylaws and choir handbook.
- issues a monthly report to the BOD.
- is the proper person to receive information from the choir membership regarding illnesses, deaths and other family emergencies, and communicates with the Social Director as required.
- trains successor.

#### **The Wardrobe Officer:**

- is appointed by the BOD.

- recommends and disseminates a policy that includes the BOD's vision of how Choir members are to be wardrobe, and ensures that choir members are familiar with the policy.
- is responsible for ensuring that members of the Choir are properly costumed for performances and has the final word on costuming at a performance.
- ensures that new members are measured for performance uniforms and that they are supplied with properly fitted and styled garments.
- investigates sources of wardrobe materials, and stores finished garments and unassigned uniforms.
- may recommend contractors who may sew or supply choir garments.
- is responsible for the wardrobe, makeup and accoutrements policy.
- trains successor.
- documents wardrobe purchases and collections and settles with Treasurer periodically and prior to any fiscal year-end.
- collects garments and accessories owned by the choir when choristers leave the choir.

**Section Leaders: (4 – Alto, Tenor, Soprano, Baritone/Base)**

- are recommended by the Musical Director.
- are responsible for ensuring that members in their section have music in plastic sleeves prior to performances.
- may schedule sectional rehearsals as are deemed necessary.
- keep absent members apprised of musical changes.
- are alerted by the members of the section if they will be absent for rehearsals or performances

**The Steward:**

- is appointed by the BOD.
- is responsible for organizing the physical setting in which performance takes place, including making some provision for storage, delivery and set up of the risers.
- will consult with the Conductor and co-ordinate with performance venue personnel on any matters which affect performance, e.g. backdrops, lighting, curtains, access to the stage, rehearsal time, security of the members while they perform, etc.
- is responsible for organizing the Choir in performance. These duties include ensuring that Choir members assemble at the correct time and place, ordering members to facilitate movement on and off the stage, checking the appearance of the Choir before performance, and handling of binders, i.e. which hand to hold them in. If the Choir is to sit in the audience for part of the performance, will arrange seating.

- will outline how the concert will unfold, i.e. who is singing first, how long the guest artist is performing, when and where the choir and guest artists will be during parts of the concert where they are not performing.
- is responsible for ensuring that members of the Choir conduct themselves appropriately during rehearsals and in performance. The steward reports to the Musical Conductor and/or to the BOD any misconduct, which he/she deems to require action of any sort. The responsibility for disciplining members for misconduct is the responsibility of the BOD.
- may request an assistant to aid in these duties as is required.
- may share some of his/her responsibilities with a Stage Manager, if the Executive Committee has deemed that a Stage Manager is necessary.

### **The Librarian:**

- along with the Musical Director, is responsible for the procurement of music for the choir.
- is responsible for making sure that the Choir owns the recommended number of original copies of all music repertoire which is performed in public.
- attains the proper clearances for any material that will be recorded for sale by the Choir.
- collects music from those who are no longer in the choir.
- catalogues new score acquisitions.
  - Stamps and numbers incoming scores.
  - Scans new scores into an electronic (PDF) format.
- prints copies of scores as required.
- ensures that all members are provided with copies of the music needed in order to participate in rehearsals and performances.
- may have another choir member assist with any one of the above duties.

### **The Promotions Manager:**

- along with Conductor arranges for the various venues and ensures written agreement is in place.
- designs posters and arranges for poster printing and distribution.
- hires guest artists and makes payment arrangements with Treasurer.
- works with Conductor re: theme and name of concert
- publicizes choir events using listings for Choir Ontario, newsletters, Whole Note, public service announcements.
- posts Facebook event listings.
- sends concert invitations to members and friends of the choir.
- prepares repertoire history script for concert MC

- prepares and edits printed program for concerts, including layout, selling advertising, and interaction with the printer.
- is a member of the Concert Committee.
- suggests musical pieces to Conductor.
- works with guest artist re: repertoire.
- facilitates commissioned arrangements.

#### **The Market Research Director:**

- tracks and analyzes demographic data gathered from concert ballots.
- designs ballots.
- produces a report for the BOD
- updates mailing list with new names and removes those who do not want to be on our mailing list any longer.
- sends out e-mail flyers to those on mailing list.

#### **The Ticket Manager:**

- tracks overall ticket sales to avoid overselling.
- arranges for tickets to be printed and distributed to outlet, choir Ticket Distributer and host venue.
- gives out complementary tickets.
- balances sales with Treasurer.
- works with an assistant who distributes and tracks tickets to choir, and advises the Ticket Manager of numbers of tickets distributed.
- ensures timely return of sales dollars and unsold tickets.

#### **The Safety Officer:**

- maintains an up-to-date first aid kit.
- responds in case of emergencies within their scope of expertise.
- identifies other medical resources that could be of assistance.

#### **The Web Master:**

- monitors connection to the world wide web.
- ensures that security settings are engaged and resolves any problem with assistance from the hosting service.
- checks with the hosting service periodically to ensure that the background languages (PHP) is up to date.
- oversees the website, and keeps it up to date.
- installs updates to the Joomla! platform to ensure that the site is current and that all extensions are functional.

- monitors the user accounts to ensure that all members have access to the website.
- creates new user accounts for new members.
- disables user accounts for members who resign from the choir.
- maintains web pages with input from the Directors or committee chairs to keep the website current.
- creates new pages as needed.
- creates sectional training material as required.

#### **The Equipment Managers:**

- store keyboard, and sound equipment and bring this equipment, if needed, to rehearsals and venues.
- bring the risers to performances and return them to storage.

#### **The Assistant Treasurer:**

- functions in same roles as the Treasurer.
- assumes roles as negotiated with the Treasurer.
- may assume the role as Treasurer after sufficient preparation and when the current treasurer resigns.

#### **The CD Inventory Manager:**

- stores the unsold choir CD inventory.
- distributes to choir members, and at concerts, festivals and outlets.
- distributes CD's in "Good Will" situations, and others as deemed appropriate.
- along with Treasurer maintains CD statistical data, financial records, and inventory balancing.

#### **The Recording Coordinator:**

- schedules recording sessions, integrating with concert commitments.
- arranges recording venues.
- arranges for concerts to be recorded.
- selects technical vendors (Sound, Recording, Editing, Mastering, Manufacturer).
- working with Promotions Chair, and Librarian, helps design album cover and selects packaging.
- works with Librarian to obtain purchasing rights via CMRRA or directly to authors/arrangers.

#### **The Archivist:**



- keeps articles of Incorporation, including letters patent, bylaws, policies and procedures.
- keeps programs of performances, and other materials concerning the activities of the Choir.
- maintains electronic records .
- keeps copies of all recorded material.

#### **The 50 50 Ticket Booster:**

- sells tickets at each rehearsal in order to raise money for the choir, 50% of ticket fees going to the choir.

#### **The Communications Manager:**

- ideally, sits on the BOD as a Director.
- sends out communication from the BOD, Committees, Musical Director, and all others who need to communicate with the choir.
- receives information from choir members and others that needs to be conveyed to the choir members.
- sends out needed information prior to concerts and other activities.
- maintains up-to-date e-mail list.

#### **VOLUNTEER COMMITTEES:**

##### **Social Committee:**

- reports to the BOD.
- takes responsibility for organizing social events for the membership. These events may include parties, receptions, dinners, golf outings, etc.
- Is responsible for arranging the location at which events are to be held, and organizing refreshments for these events.
- may arrange for beverages and food at breaks between performances and/or after concerts.
- is responsible for managing to the budget for social events.
- members may delegate tasks to non-committee members. These may include, but are not limited to:
  - purchasing Christmas gifts for the Conductor, the Accompanist and Vocal Coach, and mobilizing the Choir's participation in weddings, funerals, etc. when members are affected by these events. This may include issuing condolences, cards, gifts, etc. as deemed appropriate by the Goodwill Policy.

#### **PAID CONTRACT POSITIONS:**

### **The Conductor:**

- is responsible for the artistic performance and development of the choir.
- works with the BOD to articulate a long-term vision for the ccc.
- provides an organized plan for rehearsals, concerts and other musical events as required.
- directs rehearsals, that are challenging, productive and enjoyable.
- works effectively with the choir BOD.
- attends and actively participates in BOD meetings.
- engages with choir members in selecting repertoire.
- along with the Promotions Chair, selects soloists in a timely manner and works effectively with them.
- along with the CCC President and Promotions Chair, acts as a public spokesperson for the CCC.
- works collaboratively with the accompanist.

### **The Accompanist:**

- performs piano accompaniment for weekly rehearsals for the choir.
- accompanies choir weekly for approximately a 10 month period.
- rehearses soloists as required.
- accompanies CCC during Concerts and tours.
- works with Director and CCC as requested i.e. guest artist performance with CCC.

### **The Voice Coach:**

- helps singers in the choir prepare for a performance.
- will fill in for the Musical Director when she/he is absent or incapacitated.
- helps those in the choir improve their skills involved in singing, including:
  - tone production and resonance,
  - pitch control and musical resonance,
  - clarity of words,
  - attention to phrasing.