CANADIAN CELTIC CHOIR

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Lasted Edited January 2024

CANADIAN CELTIC CHOIR

Accompanist

Reports to:
The Board of Directors

Duties/Expectations:
- 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.

Training/Qualifications:
- Are as determined by the BOD

Time Commitment:
- Is contracted on a yearly basis

Return to TOC

CANADIAN CELTIC CHOIR

Archivist

Reports to:
The Board of Directors

Duties/Expectations:
- Keeps programs of performances, and other materials concerning the activities of the Choir.
- Maintains electronic records.
- Keeps copies of all recorded material.

Training/Qualifications:
- Has sufficient expertise as determined by the Board of Directors.
- Prior Archivist orients new Archivist to the position.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Assistant Treasurer

Reports to:
The Treasurer

Duties/Expectations:
- Functions in same roles as the Treasurer
- Assumes roles as negotiated with the Treasurer
- Act as one of the signing officers for the disbursement of Choir funds
- Has on-line access to view the bank accounts
- Periodically reviews bank account and financial records
- May assume the role as Treasurer after sufficient preparation and when the current treasurer resigns.

Training/Qualifications:
- Has sufficient expertise as per the Treasurer.
- Treasurer orients Assistant Treasurer to the position.

Time Commitment:
- Is appointed for a term of two years which may be renewed as per the Treasurer

Return to TOC

CANADIAN CELTIC CHOIR

CD Inventory Manager

Reports to:
The Treasurer

Duties/Expectations:
- Stores the unsold choir CD inventory.
- Distributes CD's to choir members and at concerts, festivals and outlets.
- Distributes CD's in "Good Will" situations, and others as deemed appropriate.
- Works with concert site lead(s) to ensure someone is assigned to sell CDs.
- Ensures the CD Sales Reconciliation Sheet properly filled in and signed for each concert to count CD's, float and revenue at the beginning and end of each concert.
- Submits CD revenue to Treasurer as soon as reasonably possible after concert.
- Keeps a hard and scanned copy/copies of the completed and signed sheet (s) for each concert in a given choir year (September -June), until the AGM when the Treasurer's Report is given and accepted.
- Sends a scanned image of the completed and signed sheet(s) to the Treasurer for their records, after monies given to Treasurer.
- Along with Treasurer maintains CD statistical data, financial records, and inventory balancing twice a year (December & June).
- Trains successor.

Training/Qualifications:
- Has sufficient expertise as determined by the Treasurer.
- Prior CD Inventory Manager orients new manager to the position.

Time Commitment:
- May serve an unlimited number of terms.
-

Return to TOC

CANADIAN CELTIC CHOIR

Committee Chairperson(s)

Reports to:
The Board of Directors

Duties/Expectations:
- Encourages choir members to join committee.
- Calls and conducts committee meetings as needed.
- Notifies Board of Directors of these meeting times and dates.
- Sets agenda for committee meetings.
- Ensures there is input from all committee members.
- Sends a written reports monthly or on an as needs basis to the Board of Directors
- Trains successor.

Training/Qualifications:
- Has sufficient expertise.
- A willingness to do the Job.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Conductor

Reports to:
The Board of Directors

Duties/Expectations:
- 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 the Music Committee in selecting repertoire.
- 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.
- 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.

Training/Qualifications:
- Are as determined by the BOD

Time Commitment:
- Is contracted on a yearly basis.

Return to TOC

CANADIAN CELTIC CHOIR

Directors at large (4)

Report to: The Board of Directors

Duties/Expectations:

- 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 and when the need arises.
- Are voting members of the BOD.

Training/Qualifications:

- Are members of the Canadian Celtic Choir in good standing.
- Are willing to actively participate in the work of the BOD.

Time Commitment:

- Serve for a term of two years.

Return to TOC

CANADIAN CELTIC CHOIR

Equipment Manager – Musical

Reports to:
The Board of Directors

Duties/Expectations:
- Stores keyboard and sound equipment
- Arranges for this equipment, if needed, to be brought to rehearsals and venues.

Training/Qualifications:
- Able to lift and carry equipment.
- Has sufficient space to store equipment safely.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Equipment Manager – Risers

Reports to:
The Board of Directors

Duties/Expectations:
- Arranges when needed for the risers to be brought to performances and returned to storage.

Training/Qualifications:
- Arranges for a sufficiently large vehicle(s) to transport risers.
- Able to lift and carry equipment.
- Has sufficient space to store equipment safely.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Goodwill Ambassador

Reports to:
The Board of Directors

Duties/Expectations:
- Responsible for managing the budget for purchasing cards and stamps
- Writes and mails cards as outlined by the Goodwill Policy
- Makes arrangements for any memorial donations to be sent to selected agencies as per the wishes indicated by family members
- Communicates with the Treasurer in respect to the Goodwill budget
- Keeps President and BOD informed of situations affecting choir members according to the Goodwill Policy.

Training/Qualifications:
- Access to post office
- Strong organizational, communication and writing skills
- Positive social skills
- Is trained by previous Goodwill Ambassador

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Librarian

Reports to:
The Board of Directors and Conductor

Duties/Expectations:
- Along with the Conductor, 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.
- Is named on the storage contract with Lambeth United, and contacts the Lambeth United administrators to arrange access to the stored materials when required.
- 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.
- Trains Successor.

Training/Qualifications:
- Is trained by the previous librarian.
- Has necessary computer skills (Excel spreadsheet, PDF creator), a scanner and printer

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Market Research Clerk

Reports to:
The Board of Directors

Duties/Expectations:
- Tracks and analyzes demographic data gathered from concert ballots.
- Designs ballots in conjunction with the Promotions Manager
- Produces a report for the BOD after each concert
- Updates mailing list with new names and removes those who do not want to be on our mailing list any longer.
- Produces a yearly report with statistics from both the Spring and Fall/Winter terms.

Training/Qualifications:
- Willingness to do the job and report promptly.

Time Commitment:
- Is appointed for a term of two years which may be renewed

Return to TOC

CANADIAN CELTIC CHOIR

Past President

Reports to:
The Board of Directors

Duties/Expectations:
- 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.
- Is an ex-offficio member of the BOD as per the Bylaws
- Is an ex-offficio member of the BOD and a member of the Executive Committee

Training/Qualifications:
- Has been the President of the Canadian Celtic Choir.

Time Commitment:
- Serves for two years and then leaves the BOD as Past President, but may seek a post as Director at Large.

Return to TOC

CANADIAN CELTIC CHOIR

President

Reports to:
The Board of Directors

Duties/Expectations:
- 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, meetings of its Executive Committee and Board of Directors, (BOD). She/he sets the agendas for these meetings in consultation with the Board members.
- 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 Conductor as is necessary.
- Acts as one of the signing officers for the disbursement of funds.
- 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.
- Oversees the Operational Plan of the BOD, and ensures that it is carried out if possible.
- Responsible for organizing governance review on a yearly basis.
- Reviews and may sign contracts for personal services of contractors, concert venues and tours.
- Keeps a file copy either electronic or paper, that includes: Articles of Incorporation, Letters Patent and Corporate Minute Book.
- Sends out communication from the BOD, Committees 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.
- Sits as an ex officio member of all committees of the choir.
- Reviews contracts and performance appraisals.

Training/Qualifications:
- Previous BOD experience or record of taking a course about Non-profit Board Management at Pillar or a similar organization.

Time Commitment:
- Serves a two-year term, starting at the AGM. Then may serve two years as Past President.
- Shall not serve more than two successive terms in the President role.

Return to TOC

CANADIAN CELTIC CHOIR

Promotions Manager

Reports to:
The Board of Directors

Duties/Expectations:
- Along with Conductor and Treasurer arranges for the various venues and ensures written agreement is in place.
- Designs posters and arranges for poster printing and distribution. Also designs print ads and web banners as required.
- After approval by the Conductor and Board of Directors arranges for the hiring of guest artists including negotiation of fees**.**
- Hires guest artists, ensures a contract is signed and makes payment arrangements with Treasurer.
- Works with guest artists in preparation of concert repertoire in conjunction with the Music Committee.
- Publicizes and/or delegates advertising of choir events using free listing opportunities in for Choirs Ontario, various newsletters, and community publications. This includes the WholeNote Magazine, public service announcements (both in print and on line).
- Works with the Social Media Coordinator in co-managing the Choir's Facebook page, Instagram postings and event listings.
- Facilitates the sending of concert announcements/invitations to members and friends of the choir.
- Facilitates the preparation and editing of the printed program for concerts, including layout, selling advertising, and interaction with the printer.
- Arranges for tickets to be printed and distributed to outlets, choir Ticket Distributer and host venue.
- Works with an assistant who distributes and tracks tickets to choir, and advises the Promotions Manager of numbers of tickets distributed.
- Gives out complimentary tickets.
- Is a member of the Concert Committee.
- Trains successor.

Training/Qualifications:
- Apprenticeship with prior Promotions Manager.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Recording Coordinator

Reports to:
The Board of Directors and the Promotions Chair

Duties/Expectations:
- 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.

Training/Qualifications:
- Has sufficient expertise as determined by the Promotions Chair.
- Prior Recording Coordinator and Promotions Manager orients new Coordinator to the position.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Registrar

Reports to:
The Board of Directors and the Conductor

Duties/Expectations:
- Takes attendance at each rehearsal and performance.
- Polls the choir to determine membership availability for performances.
- Issues a monthly report regarding attendance records and new members prior to BOD meeting.
- Introduces new members to the Choir.
- Orients new members to bylaws and choir handbook.
- Distributes, explains and collects letters of commitment and skills inventory forms from new members.
- Summarizes and reports on skills inventory forms to the BOD.
- Maintains an up to date list of members' email, addresses and phone numbers to share with the Webmaster.
- Maintains an up to date list of members' emergency contacts to share with the Safety Officer.
- Receives information from the choir membership regarding illnesses, deaths and other family emergencies, and communicates with the Goodwill Ambassador as required.
- Assumes a voluntary position for two years but may serve for more than one term.
- Trains successor.

Training/Qualifications:
- Is trained by outgoing Registrar.
- Is organized and ideally attends all choir practices.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Safety Officer

Reports to:
The Board of Directors

Duties/Expectations:
- 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.
- Acts as a liaison to first responders in cases of emergency.
- Will assess with the Site Lead venues (concert and practice) for AED, First Aid Kit, emergency exit locations, lighting and potential hazards to choir members' safety.
- Will locate rally points in and out of building should evacuation be necessary.
- Conducts safety briefing before choir leaves concert rehearsal. Briefing could include:
  - Personal safety to prevent or mitigate effects of fainting or illness during concert.
  - Members could be reminded as to hydration, food and exercising fainting prevention/mitigation strategies.
  - If the concert is to be in held outdoors where heat or cold could challenge members, strategies to prepare for the weather.
  - Advise as to location of AED, First Aid Kit and emergency exit locations.
  - Describe how to evacuate the building and rally point location(s).
  - Describe how to assemble at rally point to ensure all members present and accounted for.
- Ensures the provision of chairs for those who need to sit during a concert.
- Has at his/her disposal an up-to-date emergency contact list.
- Orients successor and explains duties.

Training/Qualifications:
- Preferably has a medical background: i.e. is a Physician, Physician's Assistant, Nurse-Practitioner or an R.N.
- Has current first aid training.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Secretary

Reports to:
The Board of Directors

Duties/Expectations:
- Distributes an agenda in a timely manner for the BOD meetings and AGM.
- Is responsible for recording the business undertaken at all BOD meetings and at the AGM and any Town Hall meetings.
- 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.
- Is responsible for keeping, filing and safeguarding all minutes taken while she/he is Secretary.
- Will record the names of those nominated for the BOD.
- Is responsible for collection and dissemination of documentation needed for the AGM which will include: ensuring the President, Treasurer and Conductor have submitted their annual reports, and that members have received reports of the previous AGM prior creating an agenda.
- is a voting member of the BOD.

Training/Qualifications:
- Prior experience taking minutes and putting together reports preferred but not an absolute requirement.
- Good note-taking and typing skills.
- Ability to organize and produce reports in a timely manner.

Time Commitment:
- Serves a term of two years, but may serve an unlimited number of terms.

Return to TOC

CANADIAN CELTIC CHOIR

Section Leaders (5 – Alto, Tenor, Soprano I and II, Baritone/Base)

Reports to:
President of the Board of Directors and the Conductor

Duties/Expectations:
- Are recommended by the Conductor.
- May schedule sectional rehearsals as are deemed necessary.
- Keep regular lines of communication open between section members.
- May schedule meetings within their own sections or with more than one section.
- Act as a liaison between the BOD and the section members.
- Provide feedback regarding the choir from members to the BOD.
- Will take note of dates and types of musical changes made during rehearsals.
- Will encourage absent members to contact Section Leaders prior to returning to practice to see if there have been any musical changes.
- Along with the Steward, will remind Choir members to follow agreed procedures at both rehearsals and concerts.

Training/Qualifications:
- Is appointed by the Conductor, who will determine qualifications.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Steward

Reports to:
The Conductor

Duties/Expectations:
- 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. Therefore he/she will be invited when site checks of venues are done
- 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, 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 work with the conductor to 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.
- If the concert is held in an indoor venue which could go dark due to a power failure, the Steward will bring some form of flashlights to facilitate moving the choir safely to a lit area.
- Will work with the conductor and site lead to assess illumination of the venue for safe movement of members within the venue and the ability of members to see their music.
- Along with Section Leaders, is responsible for reminding Choir members to follow agreed procedures at both rehearsals and in concerts.
- 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.
- Trains successor.

Training/Qualifications:
- Is trained by successor.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

The Social Media Coordinator

Reports to:
The Promotions Manager

Duties/Expectations:
- Has sufficient knowledge regarding Social Media outlets to carry out this position and stays up-to-date with social media technology and best practices.
- Is the administrator of the Choir's Facebook Page and Members group
- Promotes viewing of choir's website and You-tube channel
- Encourages Choir members to have a voice on the Choir Facebook page but vets all submissions to ensure the choir's professional public image is upheld and all posts are in compliance with the choir's mission, vision and values
- Knows the target audience and keeps them in mind when doing social media posts.
- Promotes awareness of Celtic music and culture
- Works with the Promotions Manager to create and place notices and advertisements in media outlets regarding the activities of the Choir and to promote ticket sales
- Utilizes the Facebook page to increase the choir's following and fan base
- Coordinates costs of advertisements with the Promotions Manager and the Treasurer.
- Trains successor.

Training/Qualifications:
- Must have knowledge about administering Social Media platforms.
- Is trained by prior Social Media Coordinator.

Time Commitment:
- Is appointed for a term of two years which may be renewed

Return to TOC

CANADIAN CELTIC CHOIR

Ticket Manager

Reports to:
The Promotions Manager

Duties/Expectations:
- Tracks overall ticket sales by choir members to avoid overselling.
- Balances sales with Treasurer.
- Ensures timely return of sales dollars and unsold tickets.
- Trains successor.

Training/Qualifications:
- Training by the Previous Ticket Manager.
- A willingness to do the job and report back promptly to the Promotions Manager.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Treasurer

Reports to:
The Board of Directors

Duties/Expectations:
- Is a voting member of the BOD and a member of the Executive Committee.
- Manages the choir dues processes, including annual BOD approval, choir communication, collection, refunds and control mechanisms.
- 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 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,
- 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.
- Trains successor.

Training/Qualifications:
- Has experience as a Treasurer for the Canadian Celtic Choir or another organization, or has financial or accounting experience.

Time Commitment:
- Serves a term on the BOD for two years, but may serve an unlimited amount of terms.

Return to TOC

CANADIAN CELTIC CHOIR

Vice President

Reports to:
The Board of Directors

Duties/Expectations:
- Assumes responsibilities of the President in case of absence and accepts such additional responsibilities as may be delegated by the President or the BOD.
- In cooperation with the President, reviews contracts and corporate mandates.
- Acts as one of the signing officers for the disbursement of Choir funds.
- Takes the lead in forming a Strategic Planning Committee at the start of their mandate to evaluate and update the Canadian Celtic Choir's strategic
- May participate in project or committee work.
- Is a voting member of the BOD and a member of the Executive Committee.
- Is accountable to the BOD of the Canadian Celtic Choir.
- Takes the lead in recruiting a replacement Vice President when assuming President's role

Training and Qualifications:
- Previous record of BOD experience.

Time Commitment:
- Serves a two year term, then goes on to serve two years as President.
- Shall not serve more than two successive terms in the Vice President role.

Return to TOC

CANADIAN CELTIC CHOIR

Wardrobe Officer

Reports to:
The Board of Directors

Duties/Expectations:
- Is appointed by the BOD.
- Recommends and disseminates a policy that includes the BOD's vision of how Choir. members are to be wardrobed, 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.
- 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.
- Trains successor.

Training/Qualifications:
- Is trained by previous Wardrobe Officer.
- Sufficient space to store uniforms and supplies is recommended.

Time Commitment:
- Is appointed for a term of two years which may be renewed.

Return to TOC

CANADIAN CELTIC CHOIR

Web Master

Reports to:
The Board of Directors

Duties/Expectations:
- 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 Board of Directors to keep the website current.
- Maintains an up to date roster of choir members' email, addresses and phone numbers
- Creates new pages as needed.
- Creates sectional training material as required.
- Trains successor

Training/Qualifications:
- Prior experience designing and maintaining a webpage.
- Training from prior Web Master

Time Commitment:
- Is appointed for a term of two years which may be renewed.

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