**AUCKLAND GIRLS’ CHOIR**

**JOB DESCRIPTIONS FOR ELECTED POSITIONS**

**CHAIRMAN**

* To chair official AGC meetings
* To set the agenda with the Secretary
* To speak publicly on behalf of the choir
* Personal acknowledgements – verbal or written, as required
* To ensure the rules of the Auckland Girls’ Choir Incorporated are followed
* To administer scholarships when these are established.

**SECRETARY**

* Set agenda in consultation with the Chairman and distribute to the Board one week prior to the scheduled meeting.(Board members to advise Secretary of items to be added to the agenda)
* Record minutes and distribute to Board members within two weeks of any meeting
* To attend to any correspondence on behalf of the Board
* Archives – to keep a record of all choir activities e.g. photographs, concert programmes, newspaper articles etc.
* To prepare and send out publicity information as required
* To notify Patrons of all concerts and choir activities as they arise
* To arrange and notify members of Annual General Meetings and include nomination forms.
* Keep an inventory of all choir assets
* To arrange venue hire, piano tuning, bus bookings etc at the request of the DOM

**TREASURER**

* To oversee the monthly accounts prepared by the Deputy Treasurer
* To arrange annual audit and auditor
* To make applications for funding at the request of the Board.
* To prepare monthly and annual financial reports, bank reconciliations
* Responsible for all monthly accounts payable and accounts receivable
* To send out term invoices and initial invoices for new choristers, receive fees and bank all monies
* Collection of monies from events and fundraisers
* To present all forms relating to chorister costs to the Board for approval.

**CHOIR MANAGER**

* To keep a record of all choir members and contacts. Regularly update data base
* New chorister auditions – key member of the recruitment process and onboarding parents during auditions with DOM
* Handle all parent and chorister communications pertaining to the chorister, AGC events and practices
* To handle all requests for resignations from the choristers and ensure all AGC belongings are returned when choristers leave
* Advise the Treasurer and Parent Representative of all resignations during and at the end of the year
* To prepare notice of performances and fixtures for Board approval as organized by DOM, provide this list to the webmaster for updating on website
* Arrange satchel and issue of music for choristers with allocation of choir number – work with choir leaders who record all the books handed out.
* Communicate in writing all event information regarding rehearsals, performances, workshops and camp after clearance from DOM
* Organise required recording, videoing and photographs in consultation with the DOM
* Coordinate printing of choir handbook and brochure as requested by the DOM
* Catalogue music of choir library – this sits in our storage facility
* Order choir badges and bars as required by choristers
* To maintain attendance record with the choir leaders and follow up absence/advance notification, sickness etc.
* To receive apologies for non attendance or sickness from parents.

**WARDROBE MANAGER**

* To oversee all aspects relating to choir uniforms
* To fit and issue uniform and keep an inventory of sizes issued
* To organize fitting of choir shoes regularly
* To organize purchase of uniform requirements, as necessary with approval from the Board
* To communicate with parents re uniform care and up keep
* To prepare details for parent helpers as to performance requirements re: jewellery, hair etc
* To advise the Parent Representative how many parent helpers are required for each concert to help with preparing the girls
* To ensue white collars are washed, as required.
* Annual polish of shoes and inventory of wardrobe. Some uniforms may need to be retired.

**PARENT REPRESENTATIVE**

* To organize the parent roster so parents assist with concert performances and weekly practices
* To set up stage requirements prior to a performance as requested by DOM
* To move equipment on and off stage, as required for performances and requested by the DOM
* To arrange social activities and parent evenings for parents and the girls in consultation with the DOM and the Board.

**MARKETING AND SPONSORSHIP MANAGER**

* To prepare publicity and advertising information for all forms of media
* To organise Programmes for concerts with content coming from the DOM
* Organise and coordinate any fundraising events and materials
* Seek funding support from organisations or individuals who provide financial grants and assistance
* Seek performance opportunities for the choir

**JOB DESCRIPTIONS FOR NON ELECTED POSITIONS**

**DIRECTOR OF MUSIC**

* To lead the choir in all aspects of training and performance
* To ensure that the music education aspect and its development is a high priority at all times
* To choose musical repertoire
* To hold auditions from time to time as scheduled or required
* To maintain regular contact with parents of choristers
* To select developmental activities for which funding can be applied
* To select and arrange performance opportunities
* To engage tutors for specific training when necessary e.g. foreign language pronunciation, Maori language and movement
* To request parental support typically through the Parent Representative
* To make decisions re uniform in consultation with the Board
* To test and teach choir levels requirements on an ongoing basis
* To ensure that choristers are given the experience of singing different genres and styles from all periods of music
* To foster leadership within the choir
* To set long term goals as practicable with a vision for future development and opportunities
* To prepare end of year reports, awards and certificates
* To prepare choristers’ music books ready for copying.

**VOCAL COACH AND ARTISTIC DIRECTOR**

* The vocal coach is an important part of the creative aspect of the Auckland Girls’ choir.
* To work in collaboration with the Musical Director in all aspects of performance, tone quality and vocal technique.
* To identify girls who need help to develop a good tone which will blend.
* To inspire girls to achieve and progress in breath support and projection.
* Constantly observes singers and identifies where help is needed.
* To have knowledge of foreign languages and coaches singers to assist them in improving their diction especially in the proper singing of songs in foreign language.
* To have a knowledge of singing techniques.
* To assist in voice and language development and text as required by repertoire.
* To help in choosing repertoire suitable for the age group of the choir and as part of the objectives of the choir.
* To conduct the choir if the Musical director is absent.
* To attend all rehearsals and performances.

**ACCOMPANIST**

* Needs to be a competent pianist.
* To always position the piano so that a sight line is clear to see the conductor.
* To be aware in the peripheral vision the beats and other indications while keeping an eye on the vocal score and accompanying.
* Warm ups are often needed to be accompanied moving by semitone. Be aware of key changes and choose suitable harmonic chords.
* To prepare scores and study them in preparation for rehearsals.
* To follow the Musical director at all times for speed, dynamics, and repeat sections.
* When rehearsing at any given point in the song, support the melody or vocal part by adding the harmonic chord structure.
* In performance, if any vocal part loses its way, incorporate it with the accompaniment to help them keep on track.
* To feel at one with the singers interpretation of the text as directed by the conductor.
* To have transposing skills.
* To attend all rehearsals and performances.

**WEBSITE COORDINATOR**

* To set up AGC website and maintain regular updates
* To organize parent help for photographs to be taken of all performances events and activities. To keep a record of these and pass onto the Secretary for archiving
* To maintain regular updates of other relevant choral websites.

**NEWSLETTER EDITOR**

* To prepare a newsletter once a term with information from the DOM, head choristers and other choristers, Board etc and distribute.

**TOUR MANAGER**

* To organise all matters (generally of a non musical nature) related to any tour that has been agreed upon by the Board. Musical matters, including content and performance/workshop opportunities are principally the domain of the Director of Music and/or their delegates.
* To report progress and details to the Board on a regular basis; typically, this is done at Board meetings but does not preclude regular updates electronically or via phone
* To ensure that all details of the tour are supported and ratified by the Board
* To communicate tour details to the Choir Family on a regular basis as determined by the Board
* To ensure that Health and Safety, together with Security, are key components of any Tour
* To organise fundraising activities in support of any Tour
* To form appropriate subcommittees to support the activities of the Tour Manager

**All positions to give regular updates to the Board.**

**Board positions – Chairman, Director of Music, Choir Manager, Treasurer, Secretary, Wardrobe Manager, Parent Representative, Marketing and Sponsorship Manager**