



Leadership Outline

President

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- Upon consulting with the director, the president is to appoint leadership within the choir.
- Occasionally assist in leading the choir at the request of the director – warm up, scheduling, and act as director in the absence of the director.
- To be a present assistant (or appoint a proxy) with the audition process at the beginning of each semester.
- When applicable, assist with tour preparation.
- To regularly consult with choir leadership and maintain a spirit of respect within the organization.
- Arrive 10-mins. early to greet choir members by name once a week (shared responsibility within the presidency).
- Some specifics:
 - Summer – Assist with audition preparation for the coming year; assist with wardrobe preparation
 - Early Fall Semester – choir retreat, social, or activity
 - Spring – HS Invitationals, be present and manage choir hosts
- Hold meetings with all or part of your choir leadership team at any time (all leadership, OR publicity/FMEA/stg mgr.). You may choose to have regularly scheduled meetings (once a month) or on an as-needed basis (meetings a couple weeks prior to major events). You may choose to involve the director in said meetings, but it is not necessary.
- Hold those in leadership positions accountable to high standards of leadership and professionalism
- The president is invited to address issues of concern with the director at any time.

Vice President Blue

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- Upon consulting with the director and the president, the vice president arranges (with the wardrobe manager) the costume and dress for the choir.
- To arrange (with the wardrobe manager) any desired “extra” clothing or items for the choir (hoodies, tee-shirts, jewelry, etc.).
- To be a present assistant (or appoint a proxy) with the audition process at the beginning of each semester.
- When applicable, assist with tour preparation.
- With the help of the social chair (and committee) assist with all choir “frivolities.” (May include, but not limited to, parties, birthdays, and spotlight activities.)
- ~~The vice president is the acting president of UWF Chamber Choir—a position that remains under the larger umbrella of the choir program.~~ ON HOLD FOR THE TIME BEING.
- Arrive 10-mins. early to greet choir members by name once a week (shared responsibility within the presidency).
- Hold meetings with all or part of your specific choir leadership team at any time (wardrobe/social). You may choose to have regularly scheduled meetings (weekly/monthly) or on an as-needed basis (meetings a couple weeks prior to major events). You may choose to involve the director in said meetings, but it is not necessary.
- The vice president is invited to address issues of concern with the director or president at any time.



Vice President Green

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- To attend rehearsal on time and assure that an accurate roll is taken—using the section leaders as assistants in this duty.
- To assist the director with questions regarding record taking (absences, assignments, release forms, tour forms, etc.).
- To be a present assistant (or appoint a proxy) with the audition process at the beginning of each semester.
- Assist the choir librarian(s) in their duties (outlined below).
- When applicable, assist with tour preparation.
- Arrive 10-mins. early to greet choir members by name once a week (shared responsibility within the presidency).
- Hold meetings with all or part of your specific choir leadership team at any time (SL's, librarian). You may choose to have regularly scheduled meetings (once a month) or on an as-needed basis (meetings a couple weeks prior to major events). You may choose to involve the director in said meetings, but it is not necessary.
- The Secretary is invited to address issues of concern with the director or president at any time.



Section Leaders (1 sop, 1 alt, 1 ten, 1 bass)

Responsibilities:

- Stand as examples to all in the program.
- Assist as leaders in all events public or private.
- Maintain daily attendance records and report to the secretary.
- Be the first point-of-contact for the general choir members—answering questions about divisi, interpretation, score markings, program order, attendance, and any other concerns.
- Lead their respective sections in private rehearsals as appointed by the director.
- Model excellent behavior by attending ALL of their respective sectional rehearsals on time and with a clear objective.
- Advise the director of needs within the section (e.g. if the sopranos continually struggle in a particular place, mid-rehearsal the section leader may excuse the entire section to another rehearsal hall for extra attention).
- *PLEASE remind the director to give you 48 hrs. notice about desired sectionals and the material to be covered.*
- Maintain contact information of your entire section so you can make reminders of performances and rehearsals outside of regular school hours, and contact them if/when needed.
- Take notice of an absent section leader and help them out, i.e. assist other section leaders with taking roll in the event of their absence.
- **NEW for 2019:** Hold regular sectionals throughout the semester outside of class – the syllabus requirement is 30 min. per week, OR 60 min. every 2 weeks. Suggestions:
 - Acknowledge that you play a role in each student’s grade that appears on their transcript. Hold this responsibility close.
 - Communicate regularly with your section members about:
 - When upcoming sectionals are scheduled
 - *What* is to be covered in the upcoming section.
 - Keep a running list for yourself about musical concepts or passages that could benefit from a sectional rehearsal.
 - Be sensitive to the needs of each section member – regarding their musical/vocal needs as well as their scheduling needs.
 - Begin each sectional **ON TIME** and with a **POSITIVE ATTITUDE**.
- The section leaders are invited to address issues of concern with the director, president, or secretary at any time.

Historian

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- The historian is unique in choir leadership in that he/she acts as historian for the entire UWF choral program, not just the choir in which appointed; this person must maintain a balance of focus with all choirs.
- To bring a camera to concerts and activities creating a visual archive of the year.
- To maintain the ABOUT US portion of the UWF Singers website. Do a little digging. Add points of interest.
- Cooperate with Publicity Chair to photograph different social events and concerts.
- To create album artwork for any recordings produced by the choir.
- The Historian is invited to address issues of concern with the director at any time.



SGA Student Liaison(s)/Treasurer

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- Since there is much crossover, the SGA Student Liaison/Treasurer is to maintain regular contact with the Social Chair.
- The SGA Liaison/Treasurer is unique in choir leadership in that he/she acts as treasurer for the entire UWF choral program, not just the choir in which participating; this person must maintain a balance of focus with all choirs.
- Maintain regular contact with the SGA regarding our status as a Student Organization.
- Attend all meetings and required appearances either in person or by sending a delegate.
- Such meetings may include:
 - Annual orientation
 - Spring budget proposal
- Submit any required documentation to maintain our status as a Student Organization.
- Inform the director/advisor of any meetings that require their presence.
- The SGA Student Liaison is invited to address issues of concern with the director or president at any time.

Social Chair(s)

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- Since there is much crossover, the Social Chair is to maintain regular contact with the SGA Student Liaison/Treasurer.
- To be the “morale booster” for the choir. This may include, but is not limited to, parties, birthday celebrations, class-member spotlights, bulletin boards, parties, group activities, and parties (both in class, and outside of class).
- Promote social interaction within class time and during other occasions.
- To manage the social committee and utilize them in the tasks decided upon. It is recommended to refresh this committee with new membership each semester.
- The social chair may specify these ideas or activities to a particular choir within the department, or broaden the scope to include all choirs, or may even take a more global approach and include other departments or campus at large.
- Specific activities under the Social Chair(s) umbrella include:
 - Fall retreat / Spring retreat
 - Regular social events
 - Invite a Friend to Choir Day
 - Birthday recognition
 - Celebrating major milestones (engagements, recitals, graduations, etc.)
- You will have a committee to aid in the distribution of these responsibilities. The president or director may give committee suggestions, but you have complete jurisdiction as to the management and membership of your committee.
- Announce choir members’ non-choir performances (i.e. recitals, other ensembles, etc.) a week before the date. Encourage inter-choral support of such events.
- *Advice:* Please don’t feel the need to formalize such events as parties, socials, etc. You may simply choose to open up your personal calendar once or twice a month. Example: “I am going to see a movie next weekend. Anyone interested may join.”
- Larger events (i.e. Halloween party, etc.) should be planned one month in advance.
- Consider creating a Google Calendar that is shared with every member of the choir to notify of recitals, birthdays, social events, etc.
- Suggestion: be the yin to the Director’s yang. Encourage a relaxed attire during the rehearsal prior to a big concert, etc.
- The social chair is invited to address issues of concern with the director or president at any time.



Publicity & Recruitment Chair(s)

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- The publicity chair is unique in choir leadership in that he/she acts as such for the entire UWF choral program, not just the choir in which appointed; this person must maintain a balance of focus with all choirs.
- To use social media, school newspapers, and old-fashioned handbill posting to advertise *auditions* and *registration procedures*, concerts, invitationals, and other choir events.
- Assist in assembling publicity packets 4-weeks prior to events. Advertising may occur on the UWF campus, at other colleges in the area, with area public schools, and with the larger Pensacola community.
- Manage a UWF choir Facebook account and ensure the online presence of the UWF choirs
 - INCLUDING a weekly student spotlight social media post.
- With the approval of the director, post performance videos on YouTube and Facebook.
- Assist in making contacts with local high schools to identify needs that may be met by the UWF choir or its leadership.
- To ensure that all choir tours, festivals, and subsequent results are publicized.
- To maintain the music building *bulletin board* and keep the choir in the public eye.
- You may have a committee to aid in the distribution of these responsibilities. The president or director may give committee suggestions, but you have complete jurisdiction as to the management and membership of your committee.
- The publicity chair is invited to address issues of concern with the director or president at any time.

Librarian(s)

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- The librarian is unique in choir leadership in that he/she acts as such for the entire UWF program, not just the choir in which appointed; this person must maintain a balance of focus with all choirs.
- To assist the director in maintaining library records.
- Manage the LOANER FOLDER(s) for each choir and rehearsal.
 - Keep a written record of who uses the loaner folder, and, if necessary, address individuals who abuse this allowance.
- To catalogue new music and assure its proper labeling and registry.
- To devise a system to distribute and collect music with accuracy.
- To identify pieces not returned and assist with collection of fines from choir members, ultimately holding them accountable for music lost.
- The librarian is most desperately needed at the beginning of the year, and at the end of each semester.
- The librarian is invited to address issues of concern with the director or president at any time.



FMEA Student Rep(s) – **no longer part of choir council

Responsibilities:

- To stand as an example to all in the department.
- Assist as a leader in all events public or private.
- When applicable, assist with FMEA tour preparation.
- Ensure that students within the department are aware of FMEA and any leadership, presenting, conducting, or performing opportunities available to students—including, but not limited to, conducting workshops, honor choir/band opportunities, committee membership, conference attendance, etc.
- Ensure that students within the department are aware of conference opportunities.
- Specific conference dates for 2017-2018:
 - FMEA: Jan. 10-14, Tampa
- Ensure that hotel reservations are made for future FMEA conferences. FMEA hotel reservations are to be made in AUGUST.
- Communicate regularly with Ms. Denaro, Mr. Glaze, Dr. Steenblik, Dr. Yanovskiy, and Dr. Dunn regarding the funding limitations of attending FMEA. Communicate with students and create a prioritized list of attendees.
- Additional conference opportunities may exist within the department. Help students be aware of any opportunities regarding the following conferences:
 - FLACDA – Florida: American Choral Directors Assoc.– usually 1st week of November
 - NCCO – National Collegiate Choral Organization – usually November
 - ACDA – American Choral Directors Assoc.– usually late February or early March
 - ASTA – American String Teachers Assoc. – usually early March
 - ABA – American Bandmasters Assoc. – usually early March
 - FVA – Florida Vocal Assoc. – usually last week in June
 - Please add to this list
- The FMEA student rep is invited to address issues of concern with the director at any time.



Stage Manager(s)

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- Prior to each rehearsal (not AT 1:00, but BEFORE), indicate to the choir members what the choir formation is to be – and assist in set up.
- To be keenly aware of stage needs at each performance.
- To communicate with the facilities manager (or other house managers) any needs of the performance.
- To form a team to set up and take down any equipment used for performances.
- To assist in maintaining a “flow” to each performance—eliminating dead space.
- You may appoint an official committee to aid in these tasks, or you may choose to handle delegation in a less-formal way.
- As we approach concert appearances, remind the choir of the need to hydrate, eat, prepare physically for the demands of stage performance.
- The publicity chair is invited to address issues of concern with the director or president at any time.

Wardrobe Manager

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- The Wardrobe Manager is unique in choir leadership in that he/she acts as Manager for the entire UWF choral program, not just the choir in which appointed; this person must maintain a balance of focus with all choirs.
- Assist with wardrobe-related issues throughout the year. Planning begins during the early-summer months.
- Contact former choir members who have dresses/vests/ties/tux/etc. and inquire about donating or selling their attire to new members.
- Specifics:
 - Aid in wardrobe-related decisions with the director (June)
 - Men’s wardrobe – ensuring each choir member has a-choired the appropriate attire (September).
 - Women’s wardrobe – ensuring each choir member has ordered the appropriate attire (August).
 - Concert day – ensuring each choir member is in compliance with wardrobe guidelines and helping to solve wardrobe-related problems as they arise.
- Manage distribution, tracking, and return of any EXTRA accessory items – i.e. brooches, ties, vests, etc. – for performances requiring full dress.
- Manage distribution, tracking, and return of UWF Singers Polos. Work with the SGA Liaison on acquisition of needed polos.
- Keep a handful of safety pins for emergency situations regarding performance attire.
- Take care of donated uniforms and contact info for past students – arranging the “ebay” transaction between current and former students where applicable.
- You will have a committee to aid in the distribution of these responsibilities. The president or director may give committee suggestions, but you have complete jurisdiction as to the management and membership of your committee.
- The Wardrobe Manager is invited to address issues of concern with the director or president at any time.

Positions currently dormant... can implement if we see a need

Recording Archivist

Responsibilities:

- To stand as an example to all in the program.
- Assist as a leader in all events public or private.
- The recording archivist is unique in choir leadership in that he/she acts as such for the entire UWF choral program, not just the choir in which appointed; this person must maintain a balance of focus with all choirs.
- To ensure that a recording is made of all choir events.
- To assist the director in cutting sound files down to a manageable size.
- To make recordings available to students.
- To create an archive copy of each performance.
- The Recording Archivist is invited to address issues of concern with the director at any time.