

## 2019 ELECTIONS – POSITION DESCRIPTIONS

### VP OF MEMBERSHIP

- Keeps the members of CRS informed of all organization business.
- Maintains Board of Directors contact information.
- Maintains members contact information and protects confidentiality of information by distributing as needed/warranted & only if member agrees.
- Creates nametags for members.
- Maintains updated CRS Member Handbook on the CRS members-only website.
- Assists new members by introducing them to the CRS website members-only section and resources available on that site, explaining dues and other member expectations, collecting their contact data, and introducing them to their section leader and other members.
- Creates, distributes & evaluates member talent & interest surveys as desired by the Board.
- Creates a rehearsal schedule for the entire season at the beginning of the season, publish the schedule on the CRS website members-only section, and update as needed.
- Disseminate announcements and reminders about rehearsals, concert information & organizational business on the CRS website members-only section and by email as needed.
- Communicate with and provide information to prospective members about auditions, choir expectations, rehearsal scheduling, etc.
- Works collaboratively with the VP of Performance to recruit volunteers to staff CRS concerts, fundraising & special events, and other CRS functions, as needed.
- Works collaboratively with the VP of Performance to organize at-the-door ticket sales and ushers, including all volunteer staff.
- Maintains a record of volunteer hours and in-kind donation.
- Responds to requests for information and assistance by members, the Board, and staff.
- Manages and supervises the Member Liaison and Greeter's Table activities, including providing check-in sheets for the Greeter's Table and assisting as needed.
- Maintains a record of work for next VP of Membership & Volunteers.

## 2019 ELECTIONS – POSITION DESCRIPTIONS

### SECRETARY

- Keeps logs of Board agendas & minutes.
- Records & distributes the minutes of all meetings.
- Archives all official documents & correspondence. Stores, files, retrieves documents and maintains a record of where documentation exists.
- Obtains all concert programs & important program information from VP of Marketing for archives.
  - In coordination with the Artistic Director, orders music for each concert and oversees the maintenance and distribution of all music. Recruits a Music Librarian and oversees the functions assigned to the Music Librarian as described below.
- Working collaboratively with the Treasurer, oversees access, maintenance of contract, and inventory associated with CRS's storage unit.
- Working collaboratively with the Treasurer, obtains and maintains insurance coverage.
- Works collaboratively with the Artistic Director to coordinate CD recording & distribution to members or appoints a properly skilled person to oversee the following:
  - Ordering, collecting payments & distributing performance CDs
  - Contacting & scheduling the CD engineer for recordings
  - Making copies for choral members
  - Distributing CDs.
- Maintains a record of work for next Secretary.

## 2019 ELECTIONS – POSITION DESCRIPTIONS

### TREASURER

- Creates & monitors annual budget.
- Maintains a good standing status with the Secretary of State (SOS), submitting semi-annual reports.
- Submits the annual 990EZ form to the IRS.
- Responsible for the collection of member dues.
- Responsible for the collection of payment for music.
- Communicates with members regarding fiscal matters.
- Assists with grant writing regarding fiscal matters.
- Communicates with Board President & Artistic Director about members not in “good standing.”
- Responsible for payments to contracted individuals and companies (i.e., Artistic Director, Collaborative Pianist, etc.), including working collaboratively with the Secretary and Board President to maintain contracts of artistic staff & collaborating groups/professionals and issuance of 1099 forms.
- Responsible for payment to collaborating groups & professionals.
- Uses QuickBooks to complete job duties, as described above.
- Enters information into donor database and provides to VP of Development, VP of Marketing, and other members of Board of Directors as needed.
- Working collaboratively with the Secretary, obtains and maintains insurance coverage.
- Maintains record of work for next Treasurer.
- membership letters, etc.
- Gives announcements to keep members up to date at each rehearsal (or appoints another BOD member to do so).
- In collaboration with the Artistic Director, develops and delivers messages to audience at concerts.
- Responsible for grant management and oversight.
- Many other duties as needed or assigned.
- Maintains a record of work for next President.

## 2019 ELECTIONS – POSITION DESCRIPTIONS

### VP OF DEVELOPMENT

- Oversees the financial development of CRS by managing sources of income, both directly or indirectly (contractors) to include:
  - Grants: Oversees and monitors the professional grant writer and coordinates with the grant writer to ensure the following activities are completed:
    - Maintains a grant calendar
    - Completes & submits all suitable grant applications with the BOD's approval
    - Satisfies all reporting requirements for funding agencies that have awarded CRS grants
    - Researches additional grant opportunities & presents to the BOD, as appropriate.
    - Reports to the BOD on monies received vs. monies requested for each grant submission.
  - Corporate & individual sponsorships
    - Works collaboratively with the VP of Marketing to create & update sponsorship packages, as needed
    - Researches sponsorship opportunities within the business community
    - Researches & establishes relationships with donating entities other than granting organizations.
  - Fundraising events
    - Works collaboratively with the VP of Marketing to lead fundraising events, with the BOD's approval.
- Works collaboratively with the VP of Marketing & the Artistic Director to solicit for paid singing engagements.
- Collaborates with VP of Marketing to create advertisement sales packets. maintaining sales information, shares sales information with Treasurer & President, sells program advertisements.
- Manages ad hoc fundraising opportunities such as the Rockies game.
- Responsible for managing sales of program ads
- Maintains record of work for next VP of Fundraising.