

PVHS CHOIR COUNCIL
(Requirements & Job Descriptions)

The PVHS Choir Council will consist of the following FIVE appointed officers: President, 1st Vice President, 2nd Vice President, Secretary, and Assistant Director all appointed from advanced choir members by the director.

Subcommittees are under the direction of The Big Five:

Public Relations (Calendar / Facebook / Historian / Tech), Choir Operations (Treasurer / Apparel / Librarian) and Choir Executive Committee (LC, MC and Trilogy Reps / Section Leaders) all appointed from advanced choirs by the choir president in counsel with the choir council and director.

GENERAL REQUIREMENTS

Choir Officers Must:

1. Be active members of the advanced choir (Concert Choir / Les Chanteurs / Men's Choir) from which they serve for the entire school year.
2. Help make the choral music program a top priority among the activity programs at Pine View High School.
3. Attend regular officer meetings and conscientiously accomplish all duties and assignments given there, as well as those defined by the office to which they have been appointed.
4. Be a positive role model of the rules, goals, disciplines and objectives set by the director and the choir council. This includes a theme, goals and objectives for the next school year.

Any officer who fails to fulfill his/her obligations to the choir council as described above may be removed by the choir director. In case of such a removal a suitable replacement may be appointed to fill the vacancy for the remainder of the school year by the director with the approval of the remaining members of the council.

Director: Is the choir teacher and advisor.

THE BIG FIVE

President: Is the official student representative for the PVHS Choral Music Program.

1. Schedule and conduct all choir council meetings. These meetings should be held regularly. Present the agenda for the meeting to the advisor for approval. The dates should be announced ahead of time and an agenda posted before the meeting. Represent the students in the choir program. Conduct all business assigned to the council, or delegate that responsibility to others within the council.
2. In consultation with the advisor, the choir council, or appropriate members of the choir parent organization (P.O.S.S.Abilities), approve all temporary committees and individual assignments made by the choir council.
3. In consultation with the advisor and the approval of the choir council, appoint Les Chanteurs and Men's Choir representatives.
4. Follow-up with the other choir council members and the fulfilling of the duties assigned them. See that subcommittee meetings are being held and attend them occasionally.
5. Fulfill duties of the schools' club councils or delegate that responsibility.
6. Work closely with the president of the choir parents organization to ensure productive communication and co-operation between the two groups.
7. Act as the primary representative for Concert Choir.

1st Vice President: Assumes the duties of the president in his/her absence.

1. Is in general, responsible for all public advertisement and public relations efforts in behalf of the PVHS Choral Music Program (all choirs). He/She may appoint individuals to form committees to assist him/her as the need arises.
2. Works closely with counterpart from choir parent organization to insure co-ordination and efficiency of efforts.
3. The 1st Vice President presides over the Public Relations Committee. These PR Subcommittee members do not attend choir council meetings (except by invitation), but hold their own regular meetings as scheduled by the 1st VP. The committee consists of:

Calendar Representative – Assist the 1st VP and the advisor in announcing and publicizing all choir events to the students (the 1st VP has the responsibility for the parents and community)

Facebook Representative – Be the keeper of the PVChoirs Facebook page. Keep the page updated and information flowing through this tool. Responsible for photos and/or videos from concerts.

Historian -- Keeps a historical record of choir activities including attendance records, photos, video,

programs, etc. Assigns others to help keep track so that all events are covered. Keeps a scrapbook throughout the year consisting of programs, posters, photos, letters of appreciation, and other mementos, etc. Creates a brief written history of important events of the year. Works with the director and committee members to create a video scrapbook for the Spring Concert.

Technical Assistant – Responsible for the technical side of the choir including audio recording, video recording, stage set up, lights and sound. The Technical Assistant may choose others to assist.

4. Report his/her committee actions in each choir council meeting.
5. Carries out other specific duties as assigned by the advisor or the President of the choir council.

2nd Vice President: Assumes 1st Vice Presidents duties as necessary. Is responsible for the duties which follow.

1. Is in charge of all fund raising activities taken on by the choir. This includes (but is not limited to) Sing-A-Thon, Take Note, Singing Valentines, Harmon's Cards, and/or Dominos Vouchers.
2. Looks for opportunities to include new fundraisers.
3. The 2st Vice President presides over the Choir Operations Committee. These subcommittee members do not attend choir council meetings (except by invitation), but hold their own regular meetings as scheduled by the 2nd VP. The committee consists of:

Treasurer -- Publicize dates for payments of fees and encourage incentives for prompt payment of fees. Work with the director in this area. Is in charge of the student recognition program.

Apparel – Responsible for robe check out / check in and tracking and all robes during the year (including fines for those who lose track of their robes). Responsible for choir T-shirts and other apparel.

Librarian – Is in charge of the music library under the advisors direction. Works directly with the director to insure that music is properly dispersed, organized, repaired and accounted for. Responsible for folder assignments and to see that each folder is in its assigned slot and that choir students keep a pencil in the folder and the folder put away.

4. Coordinates all activities with the advisor and school administration and with his/her counterpart in the choir parents organization. Appoints individuals and committees as necessary to assist in this responsibility as approved by the advisor and council.
5. Report his/her committee actions in each choir council meeting.
6. Carries out other specific duties as assigned by the advisor or the President of the choir council.

Secretary:

1. Takes official minutes of choir council meetings and other choir meetings as needed.
2. Works with the President to create agendas for choir council meetings.
3. Is responsible for all choir council correspondence including Thank You cards and gifts.
4. Responsible for the Concert Choir attendance roll and seating chart (with the director) each day.
5. Responsible for all attendance at concerts and events working with the Les Chanteurs, Men's Choir and Trilogy Reps. This must be added to the roll book.
6. Responsible for general announcements to the choir (including txt messages and e-mail, etc.)
7. Carries out other specific duties as assigned by the advisor or the President of the choir council.

Student Director:

1. In the absence of the conductor, takes lead of rehearsals.
2. Is in charge of the music library under the advisor's direction. Insures that music is properly dispersed, organized, repaired and accounted for.
3. The Assistant Director presides over the Choir Executive Committee. These subcommittee members do not attend choir council meetings (except by invitation), but hold their own regular meetings as scheduled by the SD. The Reps will be appointed in the fall. The committee consists of:

Les Chanteurs Representative / Men's Choir Representative -- Represents the concerns, and the suggestions of Les Chanteurs and Men's Choir. Primary duties include advertising, recruiting and general care of the choir. Completes the attendance roll sheet each class hour.

Trilogy Representative – Represent Trilogy concerns and their suggestions. Works with the AD and director for small group scheduling (i.e. Christmas). Responsible for Trilogy apparel.

Section Leaders – Concert Choir and Les Chanteurs each will have section leaders that are responsible for the sound from their section. They assist the representatives with their duties.

4. Will conduct section rehearsals along with the conductor.
5. May be asked to direct a number in one or more of the yearly concerts.
6. Works directly with section leaders to help improve individuals, and the section as a whole.