



THE STUDENT ADVISORY COUNCIL

Two to Four officers will be chosen for each job description. Officers will come from the Concert Choir and University Mixed Chorus. Officers will work together for all choral concerts and activities.

General Principle: All final decisions (especially those involving financial activities) will need to have final approval from Director of Choral Activities (DOCA), Dr. Rossi before implementation. The president from the Choral Ensembles are responsible for conveying this information to Dr. Rossi.

KEY:

DOCA = Director of Choral Activities (Dr. Richard R. Rossi)

UMC = University Mixed Chorus

DUMC = Director of the University Mixed Chorus (Mrs. Juliane Sharp)

CC = Concert Choir

JOB DESCRIPTIONS

President (2yr appointment & appointed by the by DOCA in consultation with DUMC): Assist the DOCA in the over-all leadership and coordination of the council. The president is responsible for working with the assigned graduate student and the technical crew and actively working with each committee to ensure that the work is being performed effectively and efficiently. The president is responsible for all secretarial aspects involving correspondence and the like. The president can appoint/delegate a secretary to take minutes during an advisory meeting, but the president is responsible for typing and circulating minutes promptly to all council members in a timely fashion so that action to particular issues can be addressed as soon as possible.

Vice-President (2 year appointment appointed by DOCA in consultation with DUMC and the president): Shares in the secretarial aspects of the president (including tech crew) and assists the president on any aspect that the president finds necessary (within reason). The vice-president is responsible for any aspect of the president's job, including running the council meetings, when the DOCA and the president need to be absent.

Treasurer/ Fund Raising (1 Representative from CC and UMC; CC rep. is the chair): The treasurers are responsible for all other monies involved in the function of the choirs. All transactions need approval from the department. The treasurers will also be prepared to present ideas for raising money for the Choral Ensembles and to coordinate the specifics of the fundraising activity once approved by the council and DOCA.

Costume/Concert Dress Committee (1 Rep. from all groups, chair chosen by members): The costume committee will research and make suggestions on the attire worn by the choirs and present these to the council when a change of concert attire is needed. The costume committee is responsible for preparing the order for the

graduate student who makes the final order with the office staff. The committee is responsible for taking the measurements for all singers, preparing the order, distribution and money exchange (working closely with the graduate assistant) for all purchases.

Travel Committee (Reps from CC as needed for an outside excursion): The travel committee is responsible for presenting options to the council concerning where and when the choir(s) will travel outside of the university. When CC does travel the committee is responsible for assisting in making the appropriate accommodations for the trip. This committee works very closely with Dr. Rossi.

Technical Director (President & Vice-President, chairs with reps. from the choirs). Many members are required from all of the ensembles: The technical director is responsible for communicating with the graduate assistants who is the liaison to the Doudna staff for each concert on all aspects of the concert set-up and changes during a performance. The technical director and graduate student should see Dr. Rossi for these details at least four weeks before each concert performance.

Publicity Committee: (1 Rep. from all groups, chair chosen by members): The publicity committee will decide on different ways to promote the choirs and bring these ideas to the council. Once these ideas are ratified, the publicity committee will make all the necessary contacts to carry out these ideas to the fullest extent. Duties also include distribution of flyers, poster, distribution of comp tickets and working closely with the president and DOCA on promotion.

Social Committee (1 Rep. from all groups, chair chosen by members): The social committee will handle the arrangements and subsequent operation of all social activities, including social gatherings for the ensembles and/or for socials/receptions following a concert for our audiences. A social should be planned for the beginning and ending of each semester for the ensembles.

Historian (1 Rep. from all groups, chair chosen by members): The historians would be responsible for keeping records of all choir events. In essence they would keep a scrapbook of all concerts and social activities run by the group. This person should also be able to take good photos for the webpage and promotional uses. A webpage will be an integral part of the historian's job, so HTML experience is a plus.