



*and*



## THE STUDENT ADVISORY COUNCIL

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

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

### CODES

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

ESO = Eastern Symphony Orchestra

UMC = University Mixed Chorus

CC = Concert Choir

### JOB DESCRIPTIONS

**President** (2yr appointment & appointed by the Director: 1 for ESO and another from the Choral Ensembles): Over-all leadership and coordination of the council. The president is responsible for 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. Finally, it is the president's responsibility to schedule, announce and run these advisory meetings with the DOCA present/supervision.

**Vice-President** (2 year appointment with 1 from each: ESO, & Choral Ensembles): 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 president needs to be absent.

**Treasurers/Fund Raising** (1 Rep. from all groups, chair chosen by members): The treasurers are responsible for all other monies involved in the function of the choirs and orchestra. All transactions need approval from the department. The treasurers will also be prepared to present ideas for raising money for the Choral Ensembles/ESO and to coordinate the specifics of the fundraising activity once approved by the council and DOCA.

**Costume/Concert Dress Committee** (appointed chair. with reps. from all ensembles): 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 taking the order from singers/players, the ordering, distribution and money exchange (working closely with the Graduate Assistant) for such costumes.

**Travel Committee** (Reps from any traveling ensemble ONLY and 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. If an ensemble does travel the committee is responsible for assisting in making the appropriate accommodations for the trip. This committee works very closely with Dr. Rossi and it should only involve the traveling ensembles for that particular year.

**Technical Director** (President & Vice-President, chairs with reps. from other groups). Many members are required from all of the ensembles: The technical director is responsible for communicating with the graduate assistants and the departmental stage manager who is assigned by the EIU School of Music for each concert on all aspects of the concert set-up and changes during a performance. The technical director 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 their full 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 following a concert for our audience. 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.