

**POLICIES AND SUPPORTING PROCEDURES (PSP)  
Of the Columbia Chorale, Tri-Cities, Washington**

***POLICIES***

Executive Board Membership

The Revised Code of Washington (RCW) Chapter 93-03 defines a minimum set of Officers that comprise an Executive Board. The Columbia Chorale Membership desires a broader Executive Board membership to include certain volunteers from the general membership that perform activities that are vital to fulfilling the Purpose statement of the Chorale, while also providing a broader representation of the Chorale membership. Therefore, provisions are included in the By-Laws to appoint Executive Board membership to people who perform essential functions of the Chorale. These appointed positions and attendant responsibilities are included in Supporting Procedure 1.

In addition to the Officers, vacant appointed positions shall be appointed by the President after the election of the President. Appointed Board members serve “for life” or until they wish to retire from the position. If a Section Representative is expecting to be absent from a rehearsal, they must arrange for another member of the section to assume their responsibilities until they return.

***SUPPORTING PROCEDURES***

**Procedure 1 Appointed Executive Board - Position Descriptions**

**1.1 Librarian(s)**

The Librarian(s) shall perform the following duties:

- a. File and store copies of the Chorale’s music.
- b. Maintain a working list of the works in the Chorale Library.
- c. Place orders for new music, binders, and folders, as needed.
- d. Distribute and collect music, performance binders, and rehearsal folders at the start and close of each session.
- e. Coordinate with the Treasurer regarding the financial needs of maintaining the library.
- f. Track distribution of music to the membership, Director, and Accompanist, and provide a copy of the distribution ledger to the Secretary and others as requested.

**1.2 Technology/Media Manager**

The Technology/Media Manager shall perform the following duties:

- a. Update and maintain the Columbia Chorale Website ([www.columbiachorale.net](http://www.columbiachorale.net))
- b. Monitor the Chorale’s account with Network Solutions and provide the necessary financial information to the Treasurer.
- c. Facilitate the production of electronic program and/or other media for concerts, as needed.
- d. Monitor the Chorale’s email account ([tcolumbiachorale@gmail.com](mailto:tcolumbiachorale@gmail.com)) and forward queries to the appropriate recipients.
- e. Respond to and assess all technology related needs of the Chorale, as addressed by the Director, the President, or other Board members.
- f. Interact with audio and video personnel for concerts.

### 1.3 Publicity Manager

The Publicity Manager shall perform the following duties:

- a. Provide concert information to all local newspaper, television and other types of media, including the Chorale's Facebook account.
- b. Facilitate the advertising of the chorale for membership and upcoming concerts including the creation of concert posters, handouts, etc.

### 1.4 Historian

The Historian shall perform the following duties:

- a. Maintain a book of past programs, photos, and other Chorale related memorabilia.
- b. Collect all public mention and media of the Chorale for inclusion in the book.

### 1.5 Hospitality Coordinator

The Hospitality Coordinator shall perform the following duties:

- a. Secure volunteers and donations for snacks/refreshments to be provided at the end of each concert, as needed.

### 1.6 Section Representatives

The Section Representatives shall perform the following duties:

- a. Assist the Director, the President, and other members of the Executive Board by communicating information to their respective sections and communicating section absences to the Director.
- b. Maintain a rehearsal attendance record of their respective section members, as needed.

The activities of one or several of these positions may be combined or shared as the need arises.

## Procedure 2 Chorale Membership Duties and Responsibilities

### 2.1 Member Responsibilities and Attendance

Prompt and regular attendance of rehearsals and performances is expected. Four absences in a concert cycle (defined as the start date of either the spring or fall session up to the date of that session's concert) can result in a review by the Director and the Executive Board as to the member's eligibility to participate in the forthcoming concert. The inability to participate in a concert shall preclude participation in preparation rehearsals for that concert. Section Representatives will report to the Director when a member has reached that limit.

## Procedure 3 (Formerly Article 8) Director Responsibilities

### 3.1 Duties of the Director

- a. Conduct rehearsals and performances.
- b. Chair the Music Selection Committee, as needed.
- c. Conduct auditions, as needed.
- d. Advise the Executive Board in setting concert dates
- e. Make seating and standing arrangements for rehearsals and performances, as necessary.