**Chorus Officer Duties 2021-22**

**Chorus President Duties**

* Lead officer meetings
* Chorus t-shirt design
* Welcome speech at each concert
* Coordinate planning of spring concert
* Organize other officers
	+ Facilitate effective communication between officers
	+ Help resolve officer conflicts
* Focus on improvements for Walton Chorus as a whole
* Speak at banquet
* Liaison between Walton Chorus and other adults at community events, etc.
* Proactively communicate directly with Dr. Williams and Mrs. Allyn about things that need to be done

**Vice President (Tri-M) Duties**

* Works directly with Mrs. Grimes
* Keeps up with all hours and details associated with Tri-M
* Communicates opportunities and deadlines with chorus members

**Vice President Duties (2 VPs)**

* Prepare lettering (wrap letters and make labels) for students that lettered (all years)
* Log lettering points for events throughout the year
* Taking attendance and notes at officer meetings
* Announcing letters at banquet
* Help setup banquet
* Thank you notes to booster club donators (address envelopes and coordinate volunteers to write letters)
* In charge of recruitment at Dickerson, Dodgen, Walton, etc.
* Organize letter writing to 8th graders
* Changing folders at the end of the year
* Publicity (Instagram, posters, other social media)
* Help out with miscellaneous tasks as designated by Dr. Williams or other officers
* Making announcements to different choirs
* Answering questions and helping organize mixers, activities, concerts, etc.
* Help with other officer roles if he/she is absent

**Librarian Duties**

* Maintain music library organization
* Pick up and file stray pieces of music
* Collect all music after concerts, LGPE, tour, etc.
* Create new labels & boxes for new music coming into library
* Stamp music
* Train future librarians

**Class Librarian Duties (Class Librarian positions assigned only if necessary)**

* Help with anything librarians need
* Go through all folders for assigned choir post-concert
* Make sure everyone in assigned choir has music, folder, pencil, etc.

**Concert Manager Duties**

* Converse with Dr. Williams and Mrs. Allyn before concerts/events and help plan the schedule and entrances/exits.
* At concerts, stay backstage and help choirs line up and get on/off the stage quietly and in an organized way.
* Be prepared to keep groups organized and focused on their task, as well as keeping their volume backstage at a minimum.
* At the banquet, help distribute awards/letters and make sure everyone is in their place.

**A Cappella President Duties**

* Take attendance for class, concerts, and out-of-school events.
* Start warm ups when the bell rings if Dr. Williams is not in the room.
* When there is a sub, lead/conduct the choir in rehearsal.
* Actively seek to find activities for the choir, such as workshops. Reach out to touring choir groups to find people to work with the choir as clinicians.
* Take the lead on ensuring choir unity and sense of family, through activities such as organizing spirit wear, Secret Santa, and concert trips that inspire you and your peers.
* Receive and respond to requests from the community to sing the National Anthem or small sets at community events.
* Organize class superlatives for banquet.
* Be Dr. Williams’ wingman/wingwoman for anything A Cappella related.
* Take care of any lettering questions or issues.
* Become informed about all dates and events so that Dr. Williams can redirect questions to you.
* Check email frequently.
* Make sure the class behaves as it should, with minimal talking and maximum excellence.
* Assist Dr. Williams or Mrs. Allyn in any other way they see fit.

**Varsity Women’s President Duties**

* Take attendance
* Announce important events or things that people need to know
* Make sure that everyone knows how they are supposed to get on and off stage
* Help make decisions- such as what to wear for Spring concert, etc.
* Help out with anything Dr. Williams and Mrs. Allyn need

**Men’s Ensemble President Duties**

* Being a leader of Men’s Ensemble through communication with the members of the choir and with the conductor, Dr. Williams.
* Reading the opening year letter on the first day of Men’s Ensemble.
* Announcing news and upcoming events to Men’s Ensemble.
* Adjusting seating arrangements so every freshman is beside an experienced choir member, or when Dr. Williams wants to adjust it.
* Attending Mannerchor rehearsals and becoming a role model for freshman.
* Being in constant contact with Dr. Williams and sectional leaders about ideas and any other events.
* Keeping everyone is the choir focused on the task at hand and keeping talking and goofing around at a minimum.
* Representing Men’s Ensemble in officer meetings by adding input and expressing ideas that will best represent Men’s Ensemble.
* Keeping attendance and reporting it to Mrs. Allyn.
* Constantly brainstorming new ideas that will benefit Men’s Ensemble’s work ethic and productivity.
* Be outgoing and fun to be around so others in Men’s Ensemble can reflect that attitude.
* Show leadership, in and out of the chorus room that reflects what Men’s Ensemble is made of.

**SWE President Duties**

* Take attendance for class, concerts, and out-of-school events.
* Start warm ups when the bell rings if Mrs. Allyn is not in the room.
* When there is a sub, lead/conduct the choir in rehearsal.
* Take the lead on ensuring choir unity and sense of family, through activities such as organizing spirit wear, Secret Santa, and concert trips that inspire you and your peers.
* Create and distribute class superlatives at banquet.
* Be Mrs. Allyn’s wingman/wingwoman for anything SWE related.
* Take care of any lettering questions or issues.
* Become informed about all dates and events so that Mrs. Allyn can redirect questions to you.
* Check email frequently.
* Make sure the class behaves as it should, with minimal talking and maximum excellence.
* Assist Mrs. Allyn or Dr. Williams in any other way they see fit.

**Bel Canto President Duties**

* Take attendance
* Plan Freshmen Treble Choir Big/Littles
* Make announcements in class
* Assist with choir organization at concerts and be responsible for Bel Canto
* Superlatives at banquet
* Help Mrs. Allyn or Dr. Williams when needed

**Camerata President Duties**

* Take attendance
* Announce important events or things that people need to know
* Make sure that everyone knows how they are supposed to get on and off stage
* Help make decisions- such as what to wear and song choices for Spring concert, etc.
* Help out with anything Dr. Williams and Mrs. Allyn need
* Control behavioral issues and manage talking level
* Must attend chorus meetings when assigned

**9th Grade Tenor/Bass Ensemble or Freshmen Treble Choir President/TA Duties**

* You get to help assist Dr. Williams, Mrs. Allyn, Mrs. Taylor, and Mrs. Harrell in leading our freshmen choirs.
* You will be an example of how to act during chorus class and will sing with them so they have a good person to model themselves after.
* You have to be able to take command of a rowdy group of kids when necessary.
* You will be one of the few upperclassmen people to interact with these freshmen so you will help them out with learning chorus traditions.

**Tour Choir**

* You’re always ready to give Dr. Williams input on what you think tour choir should be working on
* In charge of the t-shirt design
* Ready to answer any questions about the trip
* Take attendance to see who is coming to rehearsals
* Help out in the airport with your group
* Help assign groups for rooming