

The
Alexandria Singers



Notesbook

The Alexandria Singers
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Welcome

Welcome to the Alexandria Singers, the area's premier adult show choir! It's an exciting time, being a new member, but there are also lots of necessary details that you'll need to know as a member. We've attempted to make the process as easy as we can, so you can concentrate on the reason you joined Singers in the first place – to sing!

In this Notesbook, we hope you find much of the information you need to make your transition into the Singers a smooth one. If after reading the Notesbook you still have questions or concerns, contact your section leader or the Membership Vice President.

Save this Notesbook for future reference, too. Throughout the year, as we progress through various different types of rehearsals and performances, you'll find this guide to be a handy reference to the unique requirements for each new type of activity.

Once again, welcome to the Alexandria Singers. We hope you enjoy singing with us!

Sandy Carson

Sandy Carson
President

Marissa Dolcich

Marissa Dolcich
Membership Vice President

Vision, Mission Statement, Creed

Mission Statement

The Mission of the Alexandria Singers is to perform American popular and patriotic music; to inspire new generations of singers; to broaden our reach to include all ages within the American culture; and to celebrate this music by presenting it locally, nationally, and abroad.

Vision

To be nationally recognized as a premier show choir in the United States that represents quality entertainment. To provide a unique opportunity to share in the love and enjoyment in the performance of American popular music which is appealing to all ages.

Creed

We believe music is essential to the human spirit and that singing promotes joy, fellowship, and understanding which transcends racial, ethnic, social, religious, and cultural barriers.

25 Years of Music: History of The Alexandria Singers

Founded in October 1975 by 16 Alexandria residents, the Alexandria Community Singers, as they were then called, decided to do something different. They picked a repertoire that no other choral group was doing. Their focus on American popular music — pop, rock, show tunes, blues, and jazz — distinguished them from the numerous choral groups in the area.

To lead them on their journey, the group hired Nancy Reid as their temporary music director. In November 1975, Barry Hemphill was brought on board and the group made its debut before the residents of the Woodbine Nursing Home and at the Alexandria Christmas Tree Lighting at Market Square.

In January 1978, Hemphill left the group and Roger Oliver was hired. In September of that year, Nancy Reid returned as the group's accompanist. In 1988, the organization's name was changed to The Alexandria Singers, but the chorus' presence in the community has only grown stronger over the years. In 1990, creative director/choreographer Geri Geis was recruited to make Singers into showmen. In October 2000, Lisa Gibbs-Smith joined the Singers as their accompanist.

The Singers have performed in many places over the years including the Kennedy Center, DAR Constitution Hall, the Alexandria Lyceum, the Mormon Visitors Center, and the George Washington Masonic Memorial. They also performed at events such as the Alexandria Red Cross Waterfront Festival, the Christmas Eve benefit concert at the Kennedy Center hosted by WMAL-FM, the *Christmas in Washington* program for President Reagan, and President Carter's Inaugural Songfest.

Bringing music to their community has always been an important part of the Singers' mission. Each year their schedule includes concerts at area hospitals and senior centers. They also perform free concerts at Fort Ward Park and Market Square each year. The Singers have even taken their music to other countries. In 1993, they went on a goodwill tour to Russia and Estonia and delivered both songs and medical supplies to children's hospitals in the former U.S.S.R.

It's been an incredible 25 years for the Alexandria Singers and they look forward to singing their songs for many years to come.

Auditions

Auditions for the Alexandria Singers

Orientation for prospective new Singers is scheduled for 6:45 p.m. every Tuesday in September and January. The Membership Vice President will meet the auditionees and provide an overview of the Singers organization. The audition process and requirements of membership will be discussed as well, and then the discussion is opened for questions by the auditionees. Later, the Music Director will introduce himself to the group and participate in a brief discussion.

The Audition process is quite simple: Auditionees sign in with the Membership Vice President and are given an application to fill out, providing information about themselves, their experience and singing background, and the like. The group then proceeds with the discussion described above. Each auditionee is then escorted to the section which the auditionee feels matches his/her voice part (soprano, alto, tenor, or bass). The auditionee then takes part in the rehearsal. He/she shares music with a current Singer and sings along if he/she feels comfortable doing so.

Near the end of rehearsal, the auditionees accompany the Membership Vice President to a room where auditions are held. Only the director and accompanist are present for the audition, which takes about 5-10 minutes. Auditionees are expected to have a prepared piece of music and to provide that music to the accompanist (if appropriate). In addition to singing a portion of the prepared piece, the Auditionee may also be asked to do other vocalizing or sightreading, at the Director's discretion.

In addition to the vocal part of the audition, auditionees will be taught a few choreographed movements to a song and asked to repeat these movements. This part of the audition is conducted in small groups, consisting of those who will be auditioning vocally that evening, as well.

Auditions for Solo Numbers

For the June Extravaganza, there are generally two or three solo acts. These numbers may consist of anywhere between one and four members. Auditions for these numbers are voluntary and responsibility for music selection and rehearsal is solely that of the persons involved, although the Music Director may be consulted for guidance and advice. These auditions generally occur at a Tuesday rehearsal in April, and the acts are judged by a panel selected by the Music Director.

Auditions for Solos within Songs

Generally, the June and December concerts will have some numbers which have solos within a song. The Music Director rehearses the entire song and typically gives those interested an opportunity to practice the solo during this time, as well. Auditions for these parts are announced well in advance, though they typically occur in October for the Fall season and in March for the Spring season. Auditionees will be asked to take a place in front of the rest of the group, where they will then be given a chance to sing the solo in turn. The Director may change the format of the auditions slightly, as needed for each particular solo part.

Auditions for Front Row (Dancers)

For our June Extravaganza, auditions are held in February for those who wish to dance in the Front Row. The Front Row is comprised of both men and women who perform choreography which is somewhat more challenging than that performed by the rest of the group. Front Row rehearses on Thursday evenings from March through June and members should expect to purchase costumes and/or uniforms only used for Front

Row, in addition to purchasing the standard uniforms needed by the rest of the group.

Auditions are held by the Choreographer, at a time announced in advance of the auditions. Auditionees are expected to have prepared a short dance routine, and the Choreographer also may ask the auditionees to perform a routine which she will teach as part of the audition.

Concerts

The Singers perform in a variety of venues over the course of a year. We have two primary concerts showcasing the Singers each December and June, for one weekend each. We also have Contract Performances and some free concerts throughout the year. Occasionally, we will team with another group for what we call our “Guest Artist Series.” (*see below*)

To participate in our concerts, a Singer must arrive at the prescribed report time to allow for warm-up, announcements, and staging for the performance. Late arrival may result in the Singer being excluded from performing.

December Holiday Pops Concert

This concert is held every December, usually during the second weekend. We perform various holiday and seasonal selections, including Christmas and Hanukkah pieces. We also learn some choreographed moves for some songs.

June Musical Extravaganza

In June we combine our singing with choreography and costumes to create our June Musical Extravaganza. This concert is usually held on the last weekend in June, at the T.C. Williams High School at 3330 King Street in Alexandria.

Guest Artist Series

One of the ways in which we can raise money and perform is to share the stage with another group. Groups we have performed with in the past are the Capitol Steps, a political satire group, and most recently, Da Vinci’s Notebook, a local, a cappella group that is gaining in popularity throughout the area.

Contract Performances

We are often contracted to perform for special events, from private parties to Alexandria City Celebrations. These concerts are extremely important as they help raise the necessary funds we need to continue as a group by performing rather than traditional means of fundraising.

Free Performances

In addition to our paid concerts, we sometimes perform free concerts, either as a public service to the community or as a way to get exposure to new or different audiences. Two of the most important of these types of performances are the WMAL’s Christmas Eve at the Kennedy Center and an outdoor concert in May at Fort Ward Park on Braddock Road in Alexandria.

Rehearsals

The primary objective for rehearsal time is to learn and sing our music. Over the course of your time with the Singers, you will undoubtedly develop friendships with other Singers with whom you will want to communicate. Perhaps you will take on some other responsibilities that will require your communication with other Singers. These are all valid reasons for having discussions, but not during rehearsal time. Please limit your conversations to before and after rehearsal as much as possible. If you have a situation in which you must talk to another Singer during rehearsal, we ask that you take your conversation outside of the immediate vicinity of the rehearsal, so others' rehearsal is not disturbed.

Rehearsal Schedules

Rehearsals are held every Tuesday at 7 - 9:30 p.m. from September through June at the Lincolnia Senior Center, 4710 N. Chambliss Avenue, Alexandria. In addition, there is a rehearsal scheduled for one Saturday each month from 9 a.m. to 1 p.m. The location for the Saturday rehearsals will be announced and maps provided a few weeks before each rehearsal.

Sectional rehearsals may be called by the Music Captains of each section, either at their own discretion or when requested by the Director. These rehearsals are scheduled to accommodate the schedules of as many participants as possible.

Choreography rehearsals begin in March on selected Tuesday evenings at 6:50 p.m. at Lincolnia Center. In addition, there are at least two special choreography rehearsals at the Durant Center (1605 Cameron Street) in Alexandria on Friday evenings in May and June.

The week of the June Extravaganza, rehearsals are held every evening from Sunday to Thursday (shows are typically Friday-Sunday) at the T.C. Williams High School (3330 King Street) in Alexandria.

Attendance Policy

While it is understood that there may be a need to miss a rehearsal every now and then, for your own benefit, you should try to limit your number of missed rehearsals as much as possible. If you do need to miss a rehearsal, see your section leader regarding music changes, announcements, and any other relevant details you may have missed.

Because rehearsals are such an integral part of preparing for performances, you may be asked to sit out of a performance if you have missed more than three rehearsals in the Fall season, or more than five for the Spring season, or the Music Director may request that you demonstrate that you know your moves and music prior to a major performance.

Sign-in Sheet

At each rehearsal, attendance sheets are located in the rehearsal room and Singers are expected to sign-in. For Tuesday rehearsals, the sheets will be located on the back table, and for other rehearsals, the location of the sheets will vary based on the rehearsal space. Sign-in sheets are the mechanism for tracking and enforcing the Attendance Policy. If you are present at rehearsal, it is your responsibility to sign in.

Name Tags

Name tags are provided for each Singer and are located next to the sign-in sheets at each rehearsal. While not mandatory, name tags do help both new and previous members alike learn the names that go with those unfamiliar (or maybe familiar!) faces.

Learning Music

Many members of Singers have extensive musical experience and they may learn the music rather easily, perhaps even playing their parts on a keyboard at home. For those who do not read music as well, or who do not have access to a keyboard, there are other ways to learn the music. One of the most used methods is bringing a tape recorder to rehearsal and taping your own part or the entire chorus singing all or parts of each piece. The tape not only serves as a learning tool when you have your music, but it can also serve as a memorization aid for pieces which have to be memorized. One advantage of a cassette tape is that it can be played back in your car, so you can take advantage of that time spent driving to and from work or while running errands.

Performance/Quality Expectations

As the Washington Metropolitan area's premiere popular choral group, we all bear responsibility to learn and memorize our music and choreography, and to present as professional a look and stage presence as possible. Every effort will be made to assist you in these goals, and you should utilize the resources that you have at your disposal. Don't be afraid to ask your Music Captain or some other Singer for help when you feel you need it.

The Music Director may, at his discretion, perform evaluations of individuals or groups to ensure that the quality of performance is being met. Feedback from these assessments is not meant to be critical or personal in nature, but they may require a Singer to do extra work or obtain help for pieces which are proving troublesome. In extreme cases, it may be necessary to ask a Singer to sit out for a particular number if the difficulties persist and are severe enough to require it.

Responsibilities of Membership

Membership in The Alexandria Singers requires a number of responsibilities as outlined in this Notebook. However, notwithstanding satisfaction of these requirements, behavior or actions that are inappropriate or are detrimental to the reputation or the operation of the organization may lead to an individual member's expulsion.

Examples of such behavior include:

- 1) A member representing him or herself as an agent for the Singers without the proper authority.
- 2) A member continuously engaging in conduct which is disruptive to rehearsals or performances or is offensive to one or several members.
- 3) A member continuously disregarding the policies and procedures as are currently in place for the operation of the Singers.
- 4) A member violating any provision of the Alexandria Singers' by-laws.
- 5) A member displaying behavior such that it creates an environment sufficiently hostile, harassing or threatening so as to thwart or impede any other member (s) or staff member(s) from the performance of his/her/their responsibilities to the Organization.

The Board of Directors shall notify the member in writing, specifically setting forth the conduct in question and giving thirty (30) days for the member to address said conduct. Then, according to the Alexandria Singers' by-laws, membership may be revoked for cause shown by a vote of three-fourths (3/4) of the Board of Directors.

Communications within Singers

Announcements

Our primary source of communication is the announcements made at each rehearsal. The President tells us the news of upcoming events and other important information. Should you have an announcement that would be of interest to the Singers, please submit your announcement to the President before rehearsal begins. PLEASE RESTRICT ANNOUNCEMENTS TO SINGERS BUSINESS ONLY. If you have announcements not directly related to Singers, or if the President does not feel your announcement should be given during rehearsal, try putting flyers on the back table or sending an email to Singers with email addresses.

Singers Notes

The Singers Notes is our monthly newsletter which provides information about upcoming events, notes for our calendar, a listing of new Singers, kudos for work, and much more. Look for the newsletter each month on the table in the back of the rehearsal room. The Editor is always looking for items of interest.

Suggestion Box

A Suggestion Box is at the back of the rehearsal room each Tuesday evening. The Board wants your comments and suggestions as to how we can make the Alexandria Singers a better organization. Your comments will be given directly to the President. You may submit an anonymous comment, if that is your preference. Our commitment is that each comment in the suggestion box be personally responded to, whether during the announcements, in the Singers Notes, or to you personally, if you wish.

Singers Hotline

The Singers regular telephone number (703) 941-SING has an option for Singers to get information such as cancellations or last minute directions. Pressing 7 after the welcome message takes you to the Singers Hotline and this is where we put information that is urgent in nature, that is, information you'll need before the next scheduled rehearsal.

Website

The Singers Web site (www.alexandria-singers.org) is a comprehensive location for information regarding the Singers, for both our audience and our members. We encourage you to look at the web site, if you have internet access, and get familiar with it. The web site contains the most comprehensive and up-to-date information pertaining to Singers, including choreography notes and performance schedules.

Email

From time to time announcements will be made via email. If you don't have an email address, don't worry – the information can be relayed to you some other way, but if you do, please give your email address when updating your information in the roster, or contact the Membership Vice President with a new or changed email address.

Expenses

Dues

Dues are \$85 per year, regardless of when during the year a member joins Singers. If dues or other expenses are a burden, the Membership Vice President will try to help the Singer work out a plan to lessen the burden.

Music

The cost of music for each season is approximately \$20 – \$25. There are times when we may repeat a number from a previous year and when that happens, the previous year's copy may be used. The Music Librarian will have music ready at the beginning of each season for purchase. Payment is expected at the time the music is received. The Music Librarian is available on Tuesday evenings in September and January.

Formal Uniforms

Formal uniforms are ordered through the Formal Uniform Coordinator. Measurements and orders for Formal Uniforms are taken each Tuesday in September (and January as needed). The Coordinator will be introduced at the rehearsal. Formal uniforms cost approximately as follows:

Ladies	Blue Gown	\$80
	Applique	\$8
Men	Blue Bow Tie and Cummerbund	\$10
	Blue Suspenders	\$12

Casual Uniforms

The Casual Uniform Coordinator is available each Tuesday in January (and September as needed) to take measurements and order uniforms as soon as possible after auditions are completed. Costs are approximately as stated below:

Ladies	White Blouse	\$25
	Blue Vest	\$24
	Rosette	\$5
	Black Slacks	\$30
Men	White Shirt	TBD
	Blue Vest	\$31
	Blue Tie	\$7
	Black Slacks	\$28

Uniforms

The Singers is a show choir, and as such, we need to keep a unified look as much as a unified sound. Toward this end, we have adopted uniform standards which help us maintain our professional look.

We have two types of uniforms: Formal and Casual. For the most part, Formal uniforms are used in the Fall season, and Casual uniforms are used in the Spring season. We also augment or replace our Casual uniforms in some numbers of the June Extravaganza with costumes.

New members can purchase their uniforms from the Uniform Coordinator. In some cases, if uniforms cannot be ordered for new members in time for a concert, it may be necessary to borrow a uniform from a previous Singer or to allow alternate, but similar clothing for that one concert. All of these situations are coordinated by the Uniform Coordinator.

For major concerts (such as the December Holiday Concert and the June Extravaganza) there will be a dress rehearsal, usually the day before the show series begins. The dress rehearsal serves a couple of purposes, namely, it gives everyone a chance to get all of their uniform items together before the last minute, and it gives the Production Staff a chance to see the uniforms to make sure that we all have the same look. Any Singer whose appearance is inconsistent with the rest of the group will be asked to sit out for all performances until the problem has been corrected. If you have any doubts that your uniform meets the required standards, please see the Uniform Coordinator as soon as possible to provide ample time in the event that a uniform or a part of a uniform needs to be reordered.

Before Each Performance

There are a few things to remember that need to be done before EACH performance with regards to your uniform and personal hygiene. Use this list as a checklist before each performance to be sure you haven't forgotten anything:

- Clean and press uniform -- wash out shirts and/or dresses after EACH time you wear them
- Shower
- Use deodorant
- Brush teeth
- Do NOT wear perfume or cologne
- For staged concerts, wear stage make-up-- women AND men
- For other concerts, wear stage or other make-up as determined by the show producer.

Formal Uniforms

Ladies

Gowns	<ul style="list-style-type: none">• Order through Singers• Length should be approximately 2 inches from the floor with a narrow, rolled hem.• Shoulder pads, while not required, are recommended
Undergarments	Skin tone or black
Hose	Skin tone
Shoes	Black dress shoes, polished or patent leather

Accessories	<ul style="list-style-type: none"> • Applique -- order through Singers • No hair bows, ribbons, scarves, flowers, etc. • Barrettes, hair bands are permitted if simple and color blends with hair
Jewelry	<ul style="list-style-type: none"> • NO watches, bracelets, or necklaces. • Wedding rings are acceptable. • Earrings should be formal, silver, rhinestone or pearl – no colors • Earrings should be moderate in size, should not dangle, and only one per ear.

Men

Tuxedos	<ul style="list-style-type: none"> • Standard black; no velvet, with lapel notches, if possible • (Men, used tuxedos can be purchased at formalwear stores at a great price reduction.)
Shirts	Standard white, small pleat tuxedo shirt with wing collar; must allow for studs
Socks	Black
Cummerbunds	Order through Singers (blue)
Suspenders	<ul style="list-style-type: none"> • Not required, but recommended so that cummburbund does not “dip” in front • White only
Bow ties	Order through Singers (blue)
Accessories	<ul style="list-style-type: none"> • NO watches, bracelets, or necklaces. • Wedding rings are acceptable.

Casual Uniforms

Ladies

Slacks	Black – order through Singers
Blouse	White – order through Singers
Vest	Blue – order through Singers

Rosette	Blue – order through Singers
Socks	Black trouser socks (i.e. opaque and NOT hose)
Shoes	<ul style="list-style-type: none"> • Black flats • NO sneakers or patent leather
Accessories	<ul style="list-style-type: none"> • No hair bows, ribbons, scarves, flowers, etc. • Barrettes, hair bands are permitted if simple and color blends with hair
Jewelry	<ul style="list-style-type: none"> • NO watches, bracelets, or necklaces. • Wedding rings are acceptable. • Earrings should be formal, silver, rhinestone or pearl – no colors • Earrings should be moderate in size, should not dangle, and only one per ear.

Men

Slacks	Black – order through Singers
Shirt	White – no undershirts
Vest	Blue – order through Singers
Tie	Blue – order through Singers
Socks	Black
Shoes	<ul style="list-style-type: none"> • Black flats • NO sneakers or patent leather
Accessories	<ul style="list-style-type: none"> • NO watches, bracelets, or necklaces. • Wedding rings are acceptable.

Volunteering with the Singers

The Singers is a dynamic unit of diverse personalities, each adding his or her own unique talents to the group. (And you thought it was just about singing?) There's a lot more to keeping the group running than simply attending practices and singing in the performances. There are a multitude of jobs that have to be done to make it all happen. As you spend more time with Singers, no doubt you will find areas in which your talents would be useful. We encourage you to explore those possibilities to see how your talents can become an integral part of the Singers dynamic.

Below is a list of jobs for which you can volunteer. This list is by no means inclusive, but it gives you an idea of how much there is to do and how diverse the skills required to do them:

- Sewing costumes
- Creating props
- Searching thrift stores for costumes/props
- Writing and editing scripts
- Setting up risers
- Transporting equipment
- Stuffing envelopes
- Coordinating the measuring and purchasing of uniforms
- Folding and labeling show flyers
- Coordinating fundraisers and special events
- Maintain database

Fundraisers

As much as we'd all prefer to come to Singers and just sing, the reality of the situation is that dues and paid performances simply don't cover our budget. In order for us to be able to produce the shows that we all love, we have to supplement our income through fundraisers.

Some of our fundraisers have included:

- Car washes
- Entertainment Books
- Selling Poinsettias
- Cookbooks
- Silent Auction
- Raffle tickets
- Advertisements in show programs
- Ticket sales

Except for ticket sales, our fundraisers vary from season to season. If you have any ideas about fundraisers, particularly ones you would be willing to help organize, please tell the Administrative Vice President or another board member.

Board Positions

The Singers organization is run by a Board of Directors. The Board holds meetings regularly, usually once a month following Saturday rehearsals, to discuss the business of the organization. Members of the Board are elected annually by the general membership. With the exception of the position of President, which requires previous board experience, any current Singer is eligible to run for a Board position. Elections are held in the spring for the following performance year, which begins in August.

PRESIDENT:

- Supervise officers
- Set agenda and preside at all board and general membership meetings
- Appoint all committee chairs with advice and consent of board
- Be ex officio member of all committees (except Audit and Nominating

Committees)

- Appoint members to the Auditing Committee.
- Set priorities and outline yearly budget
- Coordinate monthly newsletter production
- Responsible for adhering to annual budget.

FIRST VICE PRESIDENT:

- Assist President with duties as he/she sees fit
- Succeed President, if necessary
- Preside over meetings, other events, in the President's absence
- Coordinate preparation of all grant applications
- Responsible for adhering to annual budget.

ADMINISTRATIVE VICE PRESIDENT:

- Oversee fund-raising activities and appoint chairs and/or committees for such purposes
- Maintain Singers' Calendar of Events
- Organize town meetings as needed
- Handle suggestion box
- Follow up on meeting action items
- Coordinate Sunshine Fund activities
- Responsible for adhering to annual budget, particularly with regard to line items concerning fund-raisers.

PERFORMANCE VICE PRESIDENT:

- Make all necessary arrangements for all performances (contracts, piano, sound equipment, lights, greenroom for Singers, risers, etc.) and serve as liaison to performance contractors.
- Conduct site visits to concert venues at least one week before performances
- Prepare and distribute rehearsal and performance Fact Sheets which include report times, directions to concert/rehearsal sites, etc. at least two weeks in advance of event
- Arrange facilities for all major performances and all-day rehearsals
- Provide Secretary and Treasurer with information on all performances (audience makeup and size, songs performed, number of Singers attending, etc.)
- Responsible for adhering to annual budget, particularly with regard to line items concerning productions, and equipment purchase/repair.

COMMUNICATIONS VICE PRESIDENT(S):

- Prepare and disseminate press releases and advertisements for recruitment
- Coordinate concert promotions via news print, radio, television, etc.
- Maintain, update promotional materials: brochure, demo tapes, videos, photos, press kits, stationery, etc.
- Oversee production and distribution of concert flyers, mailers and posters
- Oversee web page development/content
- Supply Historian with newspaper clippings, ads, reviews, etc. for scrapbooks; also provide same to First Vice President for grant applications
- Responsible for adhering to annual budget, particularly with regard to line items concerning advertising, printing, postage, and productions.

MARKETING VICE PRESIDENT:

- Develop and maintain Marketing Plan
- Develop, coordinate and supervise efforts designed to attract honoraria concerts
- Develop programs to expand Singers' audience base
- Solicit corporate/individual donors
- Chair Marketing Committee
- Oversee ad sales efforts and promotional items sales
- Assist with public relations efforts
- Coordinate community outreach efforts
- Oversee mailing/donor database development
- Develop a network with area business/community associations
- Responsible for adhering to annual budget, particularly with regard to line items concerning association dues, fund-raising, and printing/postage
- Oversee concert ticket sales

MEMBERSHIP VICE PRESIDENT:

- Act as liaison with new members; provide new member orientation in September and January
- Arrange/oversee auditions and re-auditions for members
- Maintain membership records
- Serve as liaison between Section Leaders and board
- Prepare and distribute membership roster
- Prepare and maintain attendance sign-in sheets; work with Section Leaders to enforce attendance policy
- Maintain/update Singers Notebook as needed
- Prepare/maintain Singers' name tags
- Responsible for adhering to annual budget
- Coordinate activities with Social Director
- Work with Uniform Coordinator to assure all new members order uniforms in timely manner
- Work with Music Director to schedule re-auditions

SECRETARY:

- Record minutes of all meetings and post at all rehearsals
- Prepare and archive all official correspondence
- Maintain Operations Handbook
- Maintain records of all performances (Songs sung, audience make-up and attendance numbers, number of Singers participating, etc.)
- Pick up Singers' mail weekly and distribute; pick up mail daily before all major events/concerts
- Maintain Singers' phone answering service (record messages for Singers' Hotline and retrieve

- and distribute messages)
- Responsible for adhering to annual budget

TREASURER:

- Keep accurate record of all receipts and disbursements and perform other bookkeeping functions
- Work with President to develop annual budget and adhering to said budget
- Make financial reports to the board and to the general membership as directed
- Prepare other financial paperwork, i.e. file taxes; apply for necessary licenses (raffle); pay ASCAP fees, etc.
- Provide information for annual financial audit
- Provide status reports on the budget at monthly board of directors meetings
- Maintain Singers' performance contracts, service contracts (for musicians, technicians, etc.)
- Maintain appropriate level of insurance coverage for the
- Singers

At-Large Directors (Maximum 3)

- Appointed by President
- Duties assigned by President

Other Positions

The members of the Board are only a few of the people needed to keep the Singers in operation. Some other, important positions are the following:

Music Director*

The Music Director (also referred to as the Conductor at times) is responsible for directing performances, conducting rehearsals, selecting performance pieces, and various other musically pertinent tasks. The Music Director is selected by the Board of Directors, subject to approval by the general membership.

Assistant Music Director*

The Assistant Music Director is the “second-in-command” with respect to music and conducting. The Assistant Music Director fills in when the Music Director must be absent, and may lead warm ups or conduct a specific piece as decided by he and the Music Director.

Accompanist*

The Accompanist is responsible for accompanying the group during performances and rehearsals. The Accompanist is chosen by the Music Director, with approval from the Board.

Choreographer*

The Choreographer designs and coordinates the choreography for both the entire group and for the Front Row.

Music Captains

Music Captains are selected from the Singers by the Assistant Music Director, one for each vocal section. They are responsible for arranging sectional rehearsals, when necessary, and for helping individuals or groups in their section that may be having difficulties with a particular piece or section of a piece.

Section Leaders

Section Leaders are chosen by the Membership Vice President and are responsible for administrative functions within the sections. They are the point of contact for a Singer who needs to miss a rehearsal or who has questions or concerns about anything not musically related. Section leaders are also responsible for contacting all members of their section in certain situations which cannot wait until the next scheduled rehearsal.

Dance Captains

Dance captains are selected by the Choreographer as “coaches” for learning and perfecting choreography steps. Dance captains are assigned for the entire group, and are not a part of Front Row.

Music Librarian

The Music Librarian holds copies of the current season’s, and previous seasons’, music for purchase by Singers. The Music Librarian also orders music for the coming season, and reorders

selections, when necessary.

Uniform Coordinator(s)

The Uniform Coordinator handles the ordering of uniforms and measures individual Singers for those uniforms, when required.

Historian

The Librarian maintains historical information about the Singers and retrieves this information when needed.

Social Chairman

The Social Chairman coordinates social activities for the general membership. For example, the annual Cast Party after the June Extravaganza is coordinated by the Social Chairman.