

## **Chapter Music Leadership Team Jobs**

### **Librarian**

The librarian can play a key role in the success of any chapter meeting. A well organized library and an adequate supply of music is essential if the instructional program is to function smoothly. Ideas for setting up and maintaining the chapter's music library including the purchase and distribution of music are discussed in the *Music Leadership Team Manual*.

### **Contest Coordinator**

If the Chapter chorus regularly takes part in Division or District Contests, it might consider placing someone in the optional Contest Coordinator position. Although responsibilities of this job can be handled through the VP Music & Performance, Chorus Manager, Treasurer or Secretary, it might simplify things to have someone else coordinate the entire contest operation.

### **Program Manager**

The Program Vice President is responsible for planning and carrying out programs during chapter meetings. Good planning and communication are required skills. Chapters who have elected to not have the Program Vice President position may consider someone who will do the job.

### **Property Manager**

The chorus property manager is responsible for obtaining and maintaining adequate storage facilities for all chapter property. Keeping accurate inventory of property and for checking property in and out of storage before and after every chapter meeting or performance. Put one dependable man in charge of this area.

### **Wardrobe Manager**

The chorus wardrobe manager is responsible for the maintenance, storage and handling of all chorus uniform items. Working directly with the chorus manager he is responsible for assigning uniforms to all qualified chorus members, issuance and retrieval of uniforms at chorus appearances and for keeping uniforms and storage facilities clean and in good repair.

NOTE: Refer to the *Music Leadership Team Manual* for further discussion on the above and also other key jobs that will help your Chorus perform better.