

Suggested Duties for Chapter Officers, Chairmen and Committees

The following suggested duties have been set forth to assist chapters to function efficiently. Chapters may add to or delete from these suggested duties, or may combine more than one set of duties under a single chapter chairmanship. Each chapter is different, and the structure established for the chapter government needs to meet the specific needs of that chapter.

It is recommended that all chapter officers and chairmen keep a file containing the reports of previous chairmen and all information needed for the proper maintenance of her office. Should a chairman hold more than one office, a separate file should be kept for each set of duties she performs, in the event that future needs of the chapter would require that these duties be rearranged.

The elective officers shall be the President, Vice President, Secretary/Secretaries, and Treasurer, as stated in the chapter bylaws. Other chairmen are appointed by the president, and ratified by the board. Duties and job descriptions of the elective officers, other chairmen and committees should be added as an appendage to the chapter standing rules.

All chapter leaders are expected to uphold the dignity of the chapter and of the international organization at all times; to abide by the bylaws and standing rules of the chapter as well as the bylaws, code of ethics, creed and policies of Harmony, Inc.

President - Executive Committee

She shall:

1. Preside at all meetings of the board and of the chapter.
2. Appoint all committee chairmen, except the nominating committee.
3. Be a member ex-officio of all committees except the nominating committee.
4. Fill vacancies in office by appointment, to be ratified by the board (within 30 days if possible).
5. Act as delegate for her chapter at the annual Delegate's Meeting and the annual Membership Meeting held at Harmony, Inc. international convention, reporting in full to the chapter at the next regular meeting.
6. Be empowered to co-sign checks with the treasurer.
7. Stay aware of updates made to the Corporate Manual on the Harmony, Inc. website. Check with the secretary to see if she is aware of the updates and, at this time, advise other chapter board members when these changes affect the duties of their offices. (May 2005)
8. See that all duties and responsibilities stated in the chapter bylaws and standing rules are carried out.
9. Copy in the corresponding secretary on all correspondence relating to the chapter.
10. Maintain permanent files, to be turned over to her successor at the beginning of the new fiscal year.
11. Prepare and present her annual report at the annual business meeting of the chapter, the original of this report to be kept in the president's file and a copy made for the recording secretary's file.
12. Keep a permanent file of all minutes of board and membership meetings and of all correspondence initiated and received by the chapter.

Vice-President - Executive Committee

Note: This office is often combined with **Membership Chairman**, as this arrangement has proven effective in a number of chapters. It may also be combined with the office of **Finance Chairman**, with the Executive serving as the **Finance Committee**.

She shall:

1. Attend all meetings of the board of directors and preside, in the president's absence, at all meetings of the board and of the chapter.
2. Succeed to the presidency should that office be vacated.
3. Serve as Membership Chairman, doing any and all things possible to stimulate the growth of the chapter (See Membership Chairman).
4. Serve as Finance Chairman (See Finance Chairman).
5. Work actively with the president in any way requested.
6. Copy in the corresponding secretary on all correspondence relating to the chapter.

7. Maintain permanent files, to be turned over to her successor at the beginning of the new fiscal year.
8. Prepare and present her annual report at the annual business meeting of the chapter, the original of this report to be kept in the president's file and a copy made for the recording secretary's file, and for the permanent job file to be turned over to her successor.

Secretary – Executive Committee

Note: Provision has been made here for both a corresponding and recording secretary. However, some chapters prefer to combine these duties under one office.

Recording Secretary

She shall:

1. Attend all meetings of the board of directors.
2. Assist the president or presiding officer to prepare agendas for all meetings.
3. Record accurately all minutes of the meetings held by the board and chapter, such minutes to be neatly typed and retained in a permanent file.
4. Furnish copies of these minutes to the board members for their permanent files.
5. Prepare a monthly resume of the minutes of the board of directors meetings and submit this to the bulletin editor for distribution to the chapter.
6. Retain all ballots and teller's committee reports in the files for one year following each event or election.
7. Be responsible for keeping the duties of chapter chairmen up-to-date, and seeing that chapter chairmen's files have updated copies of all bylaws, code of ethics, standing rules, policies, and membership lists.
8. Coordinate the transferring of all chapter files from outgoing chairmen to incoming chairmen.
9. Copy in the corresponding secretary on all correspondence relating to the chapter.
10. Maintain permanent files, to be turned over to her successor at the beginning of the new fiscal year.
11. Prepare and present her annual report at the annual business meeting of the chapter, the original of this report to be kept in the president's file and a copy made for the recording secretary's file, and for the permanent job file to be turned over to her successor.

Corresponding Secretary

She shall:

1. Attend all meetings of the board of directors.
2. Handle correspondence as designated by the president, the board, or the membership, retaining copies in a permanent file and furnishing a copy of all outgoing correspondence to the president.
3. Be copied in on all other outgoing correspondence pertaining to the chapter.
4. Keep the board advised of all outgoing and incoming correspondence.
5. See that all correspondence is typewritten, following standard business format.
6. Be responsible for mailing
 - To the Harmony, Inc. Corporate Office:**
 - a. Official Membership Certification forms with the check for international dues
 - b. A list of the newly elected chapter officers, before the end of the chapter fiscal year
 - c. Loss of Member reports
 - d. Change of address of any chapter member, change in chorus rehearsal time or place, and a name change of any chapter member.
 - To other Harmony members and affiliates:**
 - a. Congratulatory messages to medalist quartets and choruses after contests, and to other deserving parties
 - b. Welcome messages to newly chartering chapters
 - c. Christmas or other cards as designated by the board.
7. Stay aware of updates made to the Corporate Manual on the Harmony, Inc. website. Advise other chapter board members when these changes affect the duties of their office, unless this duty is performed by the chapter president. (May 2005)
8. Maintain permanent files of all outgoing and incoming correspondence, to be turned over to her successor at the beginning of the new fiscal year.

9. Prepare and present her annual report at the annual business meeting of the chapter, the original of this report to be kept in the president's file and a copy made for the recording secretary's file, and for the permanent job file to be turned over to her successor.

Treasurer - Executive Committee

She shall:

1. Have custody of all chorus funds and securities and shall keep in the books belonging to the chorus a full and accurate accounting of all receipts and disbursements. Her records shall be open for inspection by any member at any time.
2. Deposit moneys, securities and other valuable effects in such depositories as may be ordered by the board of directors.
3. Be authorized to sign checks, drafts and orders for payment of money in the name of the chorus. All such forms of payment should require two signatures, with all members of the executive committee serving as authorized signers.
4. Disburse the funds of the chorus as may be ordered by the board of directors, requiring proper receipts for such disbursements.
5. Be bonded by Harmony, Inc. through its group insurance policy.
6. Render to the board of directors at all meetings a statement of receipts and disbursements. Copies of these statements are to be prepared by the treasurer and made available as well to members of the chorus who are interested.
7. Have the chorus books audited annually no later than 30 days after the close of the fiscal year (March 31st).
8. Keep accurate, complete and up-to-date files on all her activities and, at the end of her term, immediately turn the files over to her successor.

Note: The following committee chairmen may or may not be members of the chapter board of directors, but if so, are required to attend all business meetings of the board. If they are not members of the board, they may be requested by the board or president to attend a board meeting when doing so will provide needed communication. Whether or not they are members of the chapter board of directors, all chairmen must maintain permanent files to be turned over to their successors at the beginning of the chapter fiscal year, copy in the corresponding secretary on all correspondence relating to the chapter, and submit their annual reports at the annual business meeting of the chapter.

Bulletin Editor

She shall:

1. Enlist aid from the chapter membership to compile and edit a chapter bulletin on a regular basis, including educational materials with each edition.
2. Keep on file past editions which can be bound or condensed periodically to complement the chapter history book as a historical record of the chapter.
3. If possible, supply copies of the bulletin to other chapters and interested Harmony members, such as international board members and associate members.
4. Solicit copies of chapter bulletins from other chapters and make these available on loan to chapter members.
5. Send a copy of the chapter bulletin to the The Key-Note.
6. Delegate reporters to cover various events, such as craft classes at area and international events, parties, and other important functions, advising the reporter assigned of the deadline date for submission of her material.
7. Keep a copy of the area bulletin contest rules in her files, being guided by these rules in publishing the chapter bulletin.
8. Enter the area bulletin contest, selecting the editions of the bulletin to be entered in the contests.
9. Be familiar with the policies of Harmony, Inc. and other barbershop organizations, exercising great care in all references to other organizations. When good taste and logic indicate their inclusion, references to these organizations should be casual, friendly and without rancor, kept to a minimum, and made in a natural way.

Costume Chairman

She shall:

1. Have the final authority to decide the costume and keep a record of costume and accessories worn at all performances by the chorus.
2. Arrange for the storage of costumes, accessories and costume related materials. Keep a record of all costumes, accessories and materials in her possession or in the possession of other chapter members, listing the names of said persons and where the costume and costume materials are stored.
3. Provide a copy of this list for the file of the President.
4. When instructed by the board and, with the assistance of a committee, devise ideas for new costumes or accessories and present these ideas to the chapter and the board for approval. Any presentation on a new costume or accessory should include information as to the style, materials and proposed cost to each member. It is preferable to have a sample already made for presentation when seeking approval.
5. Secure a sewing committee to prepare the costume or accessories, bearing in mind that many hands make light work. Issue very clear and concise copies of the instructions to all serving on the sewing committee and members sewing their own costumes. A reasonable fee may be charged to individual members for having their costumes made.
6. Be responsible for purchasing materials and patterns after the costume selection has been approved. Keep note of the whereabouts of all patterns, etc., and retrieve them for the use of any new member entering the chorus at a later date.
7. Keep the chorus informed regarding make-up requirements for each performance. If the chorus will be maintaining chorus-owned make-up for the use of the members, see that this make-up is kept in sufficient supply and used properly.
8. See that chorus members are suitably clad and effectively made-up before performances and assure conformity to the chorus standards of costuming, fit and make-up.

Finance Chairman

She shall:

1. Closely supervise and keep up-to-date the financial policies of the chapter.
2. Advise all members of changes in financial policies, including changes in dues.
3. Working with the treasurer, keep the board informed of the financial needs of the chapter, recommending needed action to maintain the financial stability of the chapter.
4. Work with members whose financial obligations to the chapter are in arrears, helping them to set up a payment plan to meet these obligations.
5. Work with the treasurer to approve or question bills or requests for payment as seems appropriate.

Historian

She shall:

1. Collect all historical material pertaining to the chapter and arrange in a history book, being guided by the rules set forth for the area and/or international history book contest. This collection could include a record of performances, inter]chapter nights and other chorus activities, using newspaper clippings, photographs, etc.
2. Ensure that pictures are taken at special events.
3. Collect a duplicate of news clippings, programs that include the chapter name, photos or other newsworthy articles for outstanding chapter events for the international history book. These items should be forwarded to the international historian at least twice a year.
4. Acquaint herself with the international historian by writing to her at least once a year. Include with the letter the suggested materials for the international history book.
5. See that the chapter history book is on display on social nights and other times as specified by the board.
6. Acquaint herself with the history book contest rules and be responsible for entering the chapter history book in the area and/or international history book contest.
7. Work in conjunction with the chapter public relations chairman in supplying materials to the editor of the The Key-Note.

Inter-Chapter Chairman

She shall:

1. Promote and encourage chapter participation in inter-chapter, area and international events, including conventions, education days, chapter shows, and charter parties.
2. Be responsible for all convention arrangements when the chorus is not hostessing this event.
3. Be responsible for assisting members in coordinating registration, ticket purchasing, and travel plans to the various inter-chapter, area and international events.

Membership Chairman

She shall:

1. Do any and all things possible to stimulate growth of the chapter, including membership promotion, recruitment, assimilation and retention.
2. Take advantage of opportunities to learn more about this position by attending available classes and training sessions, and working with area and international coordinators in this field.
3. Greet and welcome guests each rehearsal, having them sign the guest book and providing them with a name tag.
4. Keep in touch with prospective members, encouraging them to return.
5. Follow through with membership procedures as set forth in the standing rules of the chapter, including providing materials, encouragement, and guidance to the prospective member seeking affiliation with the chapter.
6. Assist new members in becoming assimilated into the chorus, including providing copies of chapter bylaws, standing rules, code of ethics, music book, etc.
7. Set up a committee to assist her in carrying out her duties especially as they relate to membership promotion and recruitment.
8. Establish, along with the board of directors and music team, a calendar for the year outlining membership recruitment and promotion activities. Work with the public relations chairman to provide appropriate publicity for the planned activities.
9. Prepare and circulate an up-to-date membership and phone list.
10. Be responsible for seeing that an attendance record is kept for all rehearsals and performances, and report member absenteeism to the Board. She should follow-up on members who are repeatedly absent from rehearsal, inquiring as to their absence and providing encouragement as needed.
11. Maintain communication with members on leave of absence from the chorus, encouraging their return as appropriate.
12. Contribute regular information to the chapter bulletin editor, including information on new members, notice of member on leave of absence, etc.
13. Maintain permanent files that include the application form for each member and a record of any change in status for members who go on leave, or leave the chorus.

Music Committee

The Music Committee consists of the

- director,
- assistant director,
- section leaders,
- choreographer, and
- music chairman.

It is their responsibility to provide the musical leadership for the chorus, including general musical training of the members, selecting and distributing music to members, maintaining guest folios for those visiting the chorus, and teaching and maintaining performance ready music. Specific job descriptions for the members of the music committee follow.

Director

She/he shall, working with the Music Committee:

1. Serve as a member of the Music Committee.
2. Be responsible for teaching the art of singing four part harmony, barbershop style.
3. Direct the chorus at performances, rehearsals, and area and international conventions and contests.
4. Develop and carry out a plan for each rehearsal.
5. After discussing specific needs with the performance manager, plan the musical program for all performances.
6. Attend educational activities, with the financial support of the chorus whenever possible, to assist her/him in providing up-to-date musical leadership to the chorus.

7. Work with the quartet promotion chairman to encourage the formation of, and assist chapter quartets, if possible
8. Work with other members of the Music Committee, providing training, support and encouragement in helping them to develop their skills in chorus related areas.
9. Use her/his discretion in determining each member's eligibility to perform with the chorus.
10. Approve, where appropriate, the application for membership of prospective members.

Assistant Director

She/he shall:

1. Serve as a member of the Music Committee.
2. Direct the chorus in the absence of the chorus director.
3. Be given time to direct and teach music to the chorus.
4. Assist and understudy the director at all times.
5. Take advantage of educational opportunities to assist her/him in developing musical leadership and skills within the chorus.

Choreographer

She shall:

1. Serve as a member of the Music Committee.
2. Do whatever is necessary to teach members to present themselves in as professional a manner as possible on stage and backstage.
3. In the absence of the costume chairman, see that members are suitably clad and made-up before performances.
4. Work with the Music Committee to determine the proper standing position of members for performances.
5. Develop and provide written choreography plans for chorus music, teaching and continually supervising the choreography plan and performance of same.
6. Help to train other members of the chorus to develop and teach choreography to the chorus.

Music Chairman

She shall:

1. Serve as a member of the Music Committee.
2. Order music as selected by the Music Committee.
3. Distribute copies of all music in the current repertoire, and retain in file additional copies for future use.
4. Maintain music folios for use by guests who are visiting rehearsals, making changes in music as designated by members of the Music Committee.
5. Prepare and distribute music folios to new members as directed by the board.
6. When music is removed from the current repertoire, collect copies from members and file for future use.

Section Leader

She shall:

1. Serve as a member of the Music Committee.
2. Serve as a leader within her own section in learning music and assisting her section members in doing the same.
3. Maintain discipline within her section.
4. Assist the director in judging prospective member's musical qualifications.
5. Make the director/assistant director aware of any assistance needed by her section, especially while learning new music.
6. Assist or designate a section member to assist guests sitting within her section.

Parliamentarian

She shall:

1. Serve as advisor to the president and board of directors on matters of parliamentary procedure, using the revised edition of Robert's Rules of Order as the final authority.

2. Familiarize herself with chapter bylaws and standing rules, as well as the international bylaws, code of ethics, creed and policies of Harmony, Inc.
3. Review the chapter bylaws and standing rules at least annually, being sure that they reflect current practices.
4. When chapter bylaws or standing rules require change, follow the procedure prescribed in the bylaws and standing rules. This includes recommending wording changes to the board of directors and getting the required approval prior to the chapter voting on any changes in the bylaws.
5. Provide the International Parliamentarian with an up-to-date copy of bylaws and standing rules when they are changed.
6. Supervise voting procedures and teller's committees for all matters except those conducted by the nominating committee for the election of the chapter board. All ballots are to be retained in the recording secretary's file for a period of one year.
7. If, according to the chapter bylaws and standing rules, members on leave of absence are entitled to participate in chapter votes, be responsible for the delivery of ballots to and the return of ballots from these members on leave.
8. See that all new members are provided with copies of chapter bylaws and standing rules, and that prospective members are allowed to examine these before filing application for membership.

Performance Manager

She shall:

1. Serve as the communication between organizations' representatives and the chorus, regarding performances of the chorus, including negotiating a performance fee (if any).
2. Clear performance date with Director, then poll the chorus for available members for the performance.
3. Be responsible for acceptance (or not) of singing engagements, and, if accepted, making arrangements for chorus performance needs, including length of program, specific program requests, microphone, risers, dressing and performance areas.
4. Communicate arrangements for performance to the chorus, including travel directions, arrival time, costume (as designated by Costume Chairman), program (as established by director), provisions for costume changing, etc.
5. Keep a complete record of all performances.

Properties Chairman

She shall:

1. Be responsible for properties belonging to the chapter, e.g. show props and scenery, staging equipment, camera, typewriter, tape reorder, file cabinet, etc.
2. Prepare a list of all properties belonging to the chapter, including the whereabouts of the properties. Copies of this list should be provided to the president and to any chairman upon request.
3. Recommend to the board of directors when current properties should be discarded or replaced.

Public Relations Chairman

She shall:

1. Publicize any and all chapter and Harmony, Inc. events in the area using all means available, e.g. newspapers, flyers, radio and television announcements, posters, etc.
2. Submit all news releases in journalistic style, typed neatly and double-spaced on Harmony, Inc. letterhead or news release forms, being sure that all names are correctly spelled. (Further guidance can be sought from area and international public relations coordinators.)
3. Familiarize herself with and be guided by Harmony, Inc. and chapter policies in all references to other barbershop organizations, their quartets and members.
4. Establish a file that details local and area newspapers, including contact name, phone number, deadline dates for news items, etc. Contact local newspaper contacts at least annually to introduce yourself and the chapter.
5. Maintain a copy file of all releases submitted and a copy of the item when it appears. Note changes made in your copy by the editorial staff so you can adhere to the individual style of the paper.
6. Represent your chorus at public meetings and in community projects if applicable.
7. Be aware of the public image created by the chorus and suggest ways to improve this image.

Quartet Promotion Chairman

She shall:

1. Promote, encourage and advise quartets or assist them in getting needed advice.
2. Keep a copy of the list of Harmony, Inc. registered quartets and chapters, enabling her to advise a quartet if a chosen name is presently in use. The international quartet chairman will advise if a name has been used previously by any medalist quartets as these names cannot be used again.
3. Encourage quartets to register with the international quartet promotion chairman before June 30th, and to keep her advised of any personnel changes within the quartet.
4. Encourage quartets where appropriate to take advantage of area and international educational opportunities that are applicable to quartetting, including education days, craft classes, coaching, and contest.
5. Work with the director to arrange to conduct regular quartet promotion activities at rehearsals.
6. Familiarize herself with international and area quartet protocol and contest rules.

Social Convener/Sunshine Chairman

She shall:

1. Coordinate social activities planned by the board or other chairmen, handling refreshments at rehearsals and/or special events.
2. Purchase supplies to provide refreshments, as approved by the board.
3. Send, on behalf of the chorus, get well, sympathy or other cards and expressions of concern to chorus members confined to the hospital, or in the event of the death in a chapter member's immediate family.
4. Purchase gifts as authorized by the Board of Directors.
5. Keep a record of all expenditures, gifts, flowers or cards sent on behalf of the chorus.

Ways And Means Chairman

She shall:

1. Be in charge of all money-making projects for the chapter, selecting committees as she deems necessary or at the request of the board.
2. Secure permission from the director if rehearsal time is involved in projects considered.
3. Turn over all monies to the chapter treasurer immediately upon receipt, and a final accounting upon completion of the project.
4. Make a report of each project for the bulletin editor, and keep a permanent file of all projects considered and initiated by the chorus.

Web Site Manager (From Harmony Homecoming Job Descriptions)**Requirements**

Must have

1. HTML coding capabilities, and HTML editing software
2. knowledge of web architecture
3. able to use FTP clients to upload files, has FTP software
4. knowledge of image rendering for web as well as hardware and software to scan, edit and save images

Responsibilities

She shall:

1. Develop and maintain architecture for chapter website
2. Create and update design of site
3. Develop and maintain site menu
4. Input content (as determined by chapter BOD)
5. Manage all images for the chapter site
6. Update site content in a timely fashion