

JOB DESCRIPTION: GRAND NIGHT FOR SINGING CHAIR

HOLLAND CHORALE

2/11/19

Carol Bechtel

The chair of the GNFS committee calls together a committee that may be comprised of board members, singers, and other volunteers. In consultation with the committee, the HC Board, and the Artistic Director the chair will book a venue, working with the Operations Manager to confirm the contract and deposit. (Since venues are sometimes booked well in advance, this is best done early in the fall.) The chair will work with the committee on publicity, menu, decorations, piano rental, and seating chart. The Artistic Director is in charge of the evening's musical "menu", but the GNFS chair will meet with the AD to develop a flow chart for the event itself. After the event, the chair will meet with the committee and the Artistic Director to review the event and make a list of suggestions for next year. The chair either writes or makes sure someone else writes thank you notes to participants and volunteers.