

## OPERATIONS COMMITTEE/VOLUNTEERS TASK WORKSHEET

### Coordinate Dues Payment (fall and winter)

- Coordinate with Jennifer to get a list of people and how they have agreed to pay their dues (Survey used this year to help with this)
- Make email and in person reminders (at rehearsals)
- Follow up as needed with people who haven't paid by the deadline

### Auditions (auditions are typically in August & January)

- coordinate with Jennifer ([jennifer@hollandchorale.org](mailto:jennifer@hollandchorale.org)) venue, times
- meet and greet auditionees
- Information Sheets - from Patrick; have pens available; return sheets to Patrick
- Have water available

### No Harrassment documents

- Signed and documented for completion.

### Name Tags (Carol Zeh makes the name tags)

- Updated list of members, including new members from Survey and the last minute ones who come in
- Check that all members have a name tag
- New name tags—need to buy self laminating name tags at Office Depot or Office Max

### Kickoff Party

- Determine venue (previous: HACC; Grace Episcopal Church, the Marina, a member's house)
- Set up: tables, chairs, serving tables, table decorations
- Paper goods: plates, small plates/dessert, tableware, serving spoons, napkins, cups for beverages
- Through Jennifer, email members (including board members) a week in advance to bring appetizers/snacks/desserts and BYOB; significant others are invited
- Clean-Up

### Member Handbook (Carol Zeh has been owning)

Coordinate any updates needed and send to Board. Also report any needed changes to bylaws.

### Mentor for New Members—

- Meet with all new members (perhaps prior to the kick off party) to orient them to the Chorale. Can be done via email as well to make sure they are all on board to all that is going on.
- Check in with new members prior to each concert to answer questions or provide support.
- Be certain that all new members are on Jennifer's email list and that they are receiving emails from Jennifer. Using the survey doc. that we all shared for this.

### Fall Conference Coordinator

- Coffee and snacks
  - set up coffee makers (available at church) and prepare coffee
  - paper goods: cups, stirrers
  - milk/creamer, sugar, sweetener
- Clean-up

### Performance Information sheet

- Create a Perf. Sheet for everyone to know when to arrive etc. for the performance

**Photography**

- Need to find someone to do this. Bill Ashby has been helping to do.
- Co-ordinate “photo shoot” at Fall Conference , and Winter if new members or someone wants a new pic.
- New staff and singers—others may update their pictures if they’d like.
- Work with Carol Zeh, as she has volunteered to assemble Member Directory
- Reminder to member of photos with Fall/Winter Conference information

### **Winter Conference Coordinator**

- Coffee and snacks
  - set up coffee makers (available at church) and prepare coffee
  - paper goods: cups, stirrers
  - milk/creamers, sugar, sweetener
- Clean-up

**End-of-the-Year Party** --recently this has been at Patrick's house and Ops Committee has done very little  
Date: TBA (first Tuesday after Tulip Time--tentative)

- Venue
- Email members, through Jennifer, as to date, time, venue; ask members to RSVP as to number attending; members to bring appetizer, BYOB
- Agenda: Patrick and Board President
- Tables, chairs, table decor, serving tables, paper goods
- Clean-Up

### **Sectional Snacks**

- Check with Patrick as to appropriate dates for snacks prior to rehearsal (4 times per year)
- Assign by section to provide snacks
- Send reminder emails

**Rehearsal Recorder (Showed as a possible thing for the Ops to own, but Carol Zeh has been doing)**

- Record weekly rehearsals and post to a shared Dropbox folder.

**Afterglows, if people are interested in doing.**