

MEMBERSHIP ENGAGEMENT COMMITTEE CHAIRPERSON

The role of the Membership Engagement Committee is to enhance the vitality and well-being of the group by keeping members engaged and creating a community atmosphere. The Committee is made up of those who have specific roles such as Rehearsal Manager, Stage Manager, Uniform Coordinator, Care Coordinator, Librarian, Section Managers and other singer volunteers. The Chair oversees those functions and addresses any needs or issues that may arise. The specific tasks below can be handled directly by the Chair or by someone else that is willing as arranged by the Chair. The Chairperson is a member of the Board of Directors and represents not only the Committee but also the entire membership and acts as liaison to/from the Board with any concerns or other items of note.

PRE-SEASON AND EARLY FALL

Kickoff Party – in conjunction with the Committee

- Determine venue and menu (potluck? cater?).
- Set up/Clean up: tables, chairs, serving tables, table decorations, paper goods etc.
- Coordinate with Operations Manager re: invite/RSVP. Spouses/partners welcome.

Coordinate Dues Payment

- Assist Operations Manager as requested in collecting outstanding dues at rehearsals.

Mentoring New Members

- Organize a brief meeting with all new members (perhaps prior to the kickoff party or first rehearsal) to orient them to the Chorale. Topics should include attendance reporting, Harassment forms, uniforms etc. Section Managers can/should help with this. There is a cheat sheet that can be distributed – may need revision.

ONGOING/WEEKLY

Attendance sheets – update names as needed each semester

- Coordinate with rehearsal manager to have sheet out each week – keep on file.
- Mark those who sent prior notification of absence as “absent”.
- Review the sheet for accuracy at break (to see if there are those present who didn’t sign in .
- Review with Section Managers if necessary to check in with absent members we haven’t heard from.

Announcements as needed

FOR EACH CONCERT

Performance Information sheet

- **Create** a PIS for each event (already formulated just fill in the blanks).

Arrange for Afterglows – according to interest

POST SEASON

Season Wrap Party

- Determine venue, menu etc - recently this has been at Patrick’s house and he handles most of it – but that is subject to change.
- Coordinate with Operations Manager re: invite/RSVP. Spouses/partners welcome.