



## Choir Officer Responsibilities

### **President**

Model good conduct of an ensemble member.

Head of Operations

Consult with Mrs. Marsh on issues/ideas for/from ensemble.

Encourage ensemble to fundraise.

Participate in periodic meetings of the leadership team.

Be an advocate of the choral program.

\*Remember: You were elected because the ensemble respects your leadership skills.

### **Vice President**

Model good conduct of an ensemble member.

Fill-in Presidential duties when President is absent.

Take on role of President if President is not able to fulfill duties.

Participate in periodic meetings of the leadership team.

Be an advocate of the choral program.

\*Remember: You were elected because the ensemble respects your leadership skills.

### **Secretary**

Model good conduct of an ensemble member.

Take daily attendance in class.

Take attendance at concerts.

Participate in periodic meetings of the leadership team.

Be an advocate of the choral program.

\*Remember: You were elected because the ensemble respects your leadership skills.

### **Librarian**

Model good conduct of an ensemble member.

File music in music library.

Get copies of music for choir members.

Participate in periodic meetings of the leadership team.

Be an advocate of the choral program.

\*Remember: You were elected because the ensemble respects your leadership skills.

### **Historian**

Model good conduct of an ensemble member.

Take pictures throughout the year of rehearsal and other choral events.

Collect pictures from other members of the ensemble from choral events.

Participate in periodic meetings of the leadership team.

Be an advocate of the choral program.

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