

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Audit	
Personnel	[tbd]; President to appoint members for conflict of interest resolution as required; President to appoint member for financial audit as required
Mission	Oversee signing of Conflict of Interest Policy; Administration of resolution of identified conflicts of interest.
Coordinates With	Board
Scope and Responsibilities	<ul style="list-style-type: none">• Ensure that each Board Member; Committee Members sign a Conflict of Interest Policy Annually• Oversee the resolution of any conflict of interest brought to the Board's attention• Oversee financial audits of WCS on an as needed basis

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Advertising Sales/Paper	
Personnel	[tbd], Sandy Zinman*
Mission	Create an opportunity for businesses, groups or individuals to advertise or sponsor using WCS affiliated programs, including concert programs, web site and other media.
Coordinates With	Publications, Website, Social Media
Scope and Responsibilities	<ul style="list-style-type: none"> • Annually Review advertising rates and make recommendations to Board of Directors for any changes. • Assist, as needed, in preparation & distribution of ad sales flyer to chorus members. • Directly solicit ads from advertisers, including those listed in previous programs. • Collect ad copy and payment, assure copy is ready for planned media and payment correct. • Working in conjunction with website personnel, design means for sponsor and advertiser to link to the website. • Prepare camera-ready ad copy for program. • Sell and encourage other members to sell ads in concert programs. <p>Participation of all chorus members is essential for successful implementation.</p>

*Non-Board Member

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Budget and General Finance	
Personnel	Carol McMillan and Carol Cherry
Mission	Oversee the financial affairs of the organization.
Coordinates With	Fundraising
Scope and Responsibilities	<ul style="list-style-type: none"> • Develop preliminary budgets for upcoming season, based on input from committees and prior year budgets. • Prepare and present periodic financial status vs. budget to chorus. • Develop multi-year comparison by activity/function, both receipts and disbursements. • Present suggestions for increasing receipts, reducing expenses, improving operations. • Review investments quarterly and report to the board. • Assure that necessary reports are filed on a timely basis – 990 Federal and State, State Sales Tax, and Federal 1099, ASCAP quarterly. • Maintain adequate insurance coverage. • Annual review of compensation for musical personnel. <p>Other activities as directed by the Board of Directors.</p>

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Concert Coordinators	
Personnel	[tbd], Numa Rousseve* and Joe Isherwood*
Mission	Make arrangements for dress rehearsal and concert space, equipment set-up, ushers and other personnel.
Coordinates With	Music Director, Hospitality
Scope and Responsibilities	<ul style="list-style-type: none"> • Negotiate contracts to cover performance venues and reception space, technical services, etc. • Assure dress rehearsal space in advance of performance weekend. • Arrange for video or vocal recordings of concerts <p><u>Prior to weekend of performance:</u> Recruit set-up/takedown crew, ushers. Arrange equipment rentals (chairs, etc.) as needed. Check orchestra and chorus seating plans with Music Director Arrange hours of venue access/lock-up.</p> <p><u>Day of dress rehearsal:</u> Assure access to venue, as needed. Assist with instrument delivery & set-up, as needed. Check on delivery and storage, if needed, of concert programs. Assure correct set-up of chorus seating. Instruct chorus for entering/leaving choir pews or seats. Assist in sorting out sight line problems. Assure lock-up of venue, as needed.</p> <p><u>Day of Concert:</u> Assure access to venue, as needed. Set up orchestra area equipment. Assure ushers have access to concert programs. Arrange for and presentation of flowers, if any. Arrange for and set up any decorations for concert/reception, in coordination with Hospitality. Take down and store orchestra area equipment. Assure prompt return of any rented equipment. Assure replacement of any venue fixtures or furniture moved temporarily. Assure venue lock-up, as needed.</p>

*Non-Board Members

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Finance and Investment (Peeler Legacy)	
Personnel	Carol McMillan, Carol Cherry, Maureen Kilfoyle, Susan Duncan, Elaine Laurence
Mission	Oversee budget and investment of Peeler Legacy
Coordinates With	Budget and Finance; other Committees as needed
Scope and Responsibilities	<ul style="list-style-type: none"> • Develop annual budget for use of Peeler Legacy for presentation to the Board <ul style="list-style-type: none"> ○ Endowment ○ Administrative support (e.g., Marketing, Grants, etc) ○ Singer Support ○ Instrumentation ○ Charitable Alliance • Develop investment strategy for Peeler Legacy Endowment Funds

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Fund-Raising Events	
Personnel	Susan Duncan, Elaine Laurence, co-chairs; Trish Chalifoux, Carol McMillan, ALL
Mission	Carry out an annual fund-raising event. Develop ideas and obtain Board approval for and carry out fund-raising projects.
Coordinates With	Will depend on fund-raising event.
Scope and Responsibilities	<ul style="list-style-type: none"> • Propose schedule and description of activities for the upcoming year, including budgets and activity dates for approval by the Board of Directors. • Recruit personnel to carry out specific functions, handle each event. • Develop publicity/promotion plan for each fund-raising activity. • As appropriate for each fund-raising event, solicit gifts, prizes, services, food and beverage donations. • Arrange equipment rentals, set-up/take-down, insurance, as needed. • As appropriate for each fund-raising event, arrange sales of tickets, admissions, etc.

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Fund Raising – Direct Giving	
Personnel	Susan Duncan, Elaine Laurence, co-chairs; Trish Chalifoux, Carol McMillan, Debra Segal
Mission	To raise money both internally and from others, grantors, non-members, etc.
Coordinates With	Website; Publicity; Treasurer
Scope and Responsibilities	<ul style="list-style-type: none"> • Annual gifts – members, past members and donors • Planned Giving • Create an annual fund appeal. • Creating a “package” – for a gift of “\$\$\$” you get two tickets. • Create means of giving electronically in conjunction with electronic communication. • Identify potential sources of grants and prepare applications. • Prepare thank-you letters to donors – Carol M to send a monthly list of donors (both time and dollar contributions) and give for Debra to send letters.

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Governance	
Personnel	Elaine Laurence, Susan Duncan, Carol McMillan, Maureen Kilfoyle, Trish Chalifoux
Mission	Ensure appropriate legal documentation has been put in place and remains current
Coordinates With	Board
Scope and Responsibilities	<ul style="list-style-type: none"> • Develop By-Laws for approval my members of WCS • Develop Conflict of Interest Policy • Develop any required legal structures for protection of Peeler Legacy • Oversee compliance with WCS By-Laws and Conflict of Interest Policy • Review any contracts prior to signing <p>Other activities as directed by the Board of Directors.</p>

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Membership - Current Members/Recruitment	
Personnel	Debra Segal, Maureen Kilfoyle, Larry Cohen, ALL
Mission	To welcome new and returning members and to facilitate esprit-de-corps within the group.
Coordinates With	President, Publications, Section Leaders
Scope and Responsibilities	<ul style="list-style-type: none">• Formulate and update an annual Membership Handbook.• Make name tags for new members, and for current members as needed.• Tabulate contact information from each member and arrange it into a Membership Directory.• Note the members' volunteer preferences and forward them to the respective committee chairs.• Keep track of the weekly section sign-up sheets, and contact any members who have missed several rehearsals.• Send get-well or sympathy cards to chorus members as needed. Contact members who have missed several rehearsals to find out if they are all right, etc.• Develop social events to foster bonding among chorus members.

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Membership - Hospitality	
Personnel	Debra Segal, Maureen Kilfoyle, Larry Cohen
Mission	To organize refreshments for weekly rehearsals and after-concert receptions.
Coordinates With	President, Section Leaders*, Treasurer
Scope and Responsibilities	<ul style="list-style-type: none"> • Form a committee for the entire year to assist at each rehearsal/activity. • Collect contributions to cover expenses at regular chorus rehearsals. • Arrange set-up/take-down for refreshment table, etc. • For each rehearsal, wine/cheese and potluck activity: <ul style="list-style-type: none"> ○ Assure delivery of variety and quantity of beverages, food, snacks, desserts, etc. ○ Prior to rehearsal or other activity, set up tables as needed. ○ 5 – 10 minutes prior to rehearsal break, or just prior to other activity, set out beverages & food. ○ Immediately following rehearsal break or at end of other activity, clear away beverages and food, store equipment, as necessary. • Organization of Monthly meeting for Drinks/Dinner

*Section Leaders to be determined at the start of each season and will be the coordination point for sectional coordination (e.g. refreshments at rehearsals, etc.) as required.

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Music Committee	
Personnel	Frank Nemhauser, Numa Rousseve*, Carol Cherry, Susan Duncan
Mission	Playing and selecting music for run-outs; playing of piano and conducting of sectional rehearsals; helping to select future programs
Coordinates With	Run Out Events
Scope and Responsibilities	<ul style="list-style-type: none">• Run-outs• Improvement of voices• Sectional rehearsals• Content of Program

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Music Librarian	
Personnel	Laura Mohatt*, Maureen Kilfoyle
Mission	Handle sales and other distributions/collections of music to/from chorus members.
Coordinates With	Treasurer, Music Director, Summer Sings chair
Scope and Responsibilities	<ul style="list-style-type: none"> • For first two/three weeks of rehearsals in September and January, arrive early to rehearsal, locate supply of music and handle sales to chorus members, keeping track of rented music or temporarily loaned music, as necessary. • Track down music that is only available in rented versions. • For holiday caroling, locate, distribute and collect music folders/books, keeping track and following up on any not returned. • Follow up on delivery of music, find out where it is stored, etc. • Assist coordinator of Summer Sings to arrange delivery of rented music as necessary. • Announce availability of black concert binders and order them for sale to interested chorus members.

*Non-Board Member

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Publications	
Personnel	Maureen Kilfoyle, Angela Fascilla, Sandy Zinman*
Mission	Prepare and print WCS material, including concert programs, flyers, tickets, prospective member brochures, etc.
Coordinates With	President, Publicity chair, Webmaster, Membership-Recruitment
Scope and Responsibilities	<ul style="list-style-type: none"> • Assemble and prepare text, including chorus, Board and committee membership, contributors' list, music notes, message from WCS President, contributions request form, grants organization acknowledgements, Music Director and soloists' bios, order of music, and camera-ready ad copy. • Determine content of special inserts for each concert. Prepare in advance as needed. • Arrange printing, delivery of copy and pick-up of finished program and concert tickets. • Transmit extra program copies to MCW for storage. • Make recommendations to Board of Directors on any changes for the publication of future programs. • Prepare flyers for auditions, concerts, and special events as needed. • Need Volunteer to: <ul style="list-style-type: none"> ○ Maintain MailChimp Mailing List ○ Creation of Mailings ○ Graphic Arts

*Non-Board Member

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Publicity/Social Media	
Personnel	Rita Nemic, Patricia Mcguire; Susan Duncan
Mission	Involve chorus and media contacts in publicizing WCS and its concerts; including postcards, facebook, alerts, website; record and post all rehearsals, prepare and mail Weekly Newsletter (News Flash); coordinate and work with outside PR firm
Coordinates With	President, Publications Chair, Membership Recruiter, Chorus Members, Webmaster
Scope and Responsibilities	<p>In conjunction with committee chairs, determine appropriate publicity/public relations activities for each of the following: member recruitment, Summer Sings, winter/spring concerts, fund-raising events.</p> <ul style="list-style-type: none"> • As necessary, assemble pertinent information and prepare flyer copy and design. • As necessary, prepare public service announcements, text and display ads. • In conjunction with committee chairs, establish release/publication/distribution dates. • Compare WCS publicity/public relations efforts to those of other choruses by surfing the Web, attending concerts of other groups, being aware of the Westchester arts scene. • Arrange interviews, special print feature stories, as appropriate, whenever possible. • Maintain and update database of outlets for print ads, radio spots, etc. Maintain press release list. Develop a template for each venue. • Each season, assist in development/revision of WCS brochure to be sent to potential contributors, etc., as directed by the Board. • Maintain an e-mail database of all members (current and past), donors/potential donors, attendees at Summer Sings, etc. • Recording and posting of concert rehearsals • Push notifications – creation of mailing list and responsible person • Prepare and mail weekly newsletter (News Flash)

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Run-Out Events	
Personnel	Numa Rousseve*, Trish Chalifoux
Mission	Coordinate holiday and other run-outs.
Coordinates With	Chorus Members, Music Librarian
Scope and Responsibilities	<p><u>Holiday Run-Outs</u></p> <ul style="list-style-type: none"> • Schedule various events and negotiate price for each. • Ensure we have piano and accompaniment. • Provided chorus members with directions, etc., and gather volunteers. <p><u>Other Run-Outs</u> <u>[to come]</u></p>

*Non-Board Member

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Summer Sings	
Personnel	Sandy Zinman, Chair; Carol McMillan, Laura Mohatt*, Maureen Kilfoyle, Dot Young*.
Mission	Host Sings, handle admissions.
Coordinates With	Treasurer, Membership Recruiter, Music Librarian, Publications, Publicity
Scope and Responsibilities	<p><u>Prior to Summer Sings Sessions:</u></p> <ul style="list-style-type: none"> • Arrange space and dates with MCW. • Arrange guest conductors, accompanist, soloists, if any. • Arrange music rental, pick-up, delivery, storage and return. • Prepare and distribute flyers, designed by Publications chair, directly (via chorus members) and to mailing list. • Assure that Summer Sings mailing list is maintained and updated each year. <p><u>At Each Sing:</u></p> <ul style="list-style-type: none"> • Set up refreshment table, with the help of committee members. Five to ten minutes before the break, set out refreshments. • Distribute/collect music scores. • Collect admissions, transfer to Treasurer. • Assure proper lighting, A/C, equipment and access for Sings room. • Make sure Membership Recruiter has the opportunity to promote WCS to Sings attendees. • At conclusion of the break, clean up refreshments and stow accessories. • Receive and disburse payment to guest conductor, accompanist, etc.

*Non-Board Member

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Ticket Sales	
Personnel	Carol Cherry, Chair; Trish Chalifoux
Mission	Handle ticket distribution to chorus and keep track of ticket sales at performance venue.
Coordinates With	Technical committee – web site, mailing list,
Scope and Responsibilities	<ul style="list-style-type: none">• Work with Publications chair to print and pick up tickets.• Arrange distribution of tickets to chorus members at rehearsals.• Collect payment for tickets sold by chorus members and transfer to Treasurer.• Prior to each concert, supply tickets to be sold at the door.• Arrange for on-line sales of tickets and reports on sales attributed to chorus members.• Arrange for staffing at each concert for ticket collection and sales

WESTCHESTER CHORAL SOCIETY
STANDING COMMITTEES

Webmaster	
Personnel	Monique Robidoux*, [others to be identified]
Mission	Create and maintain the WCS web site: www.westchesterchoralsociety.org
Coordinates With	All committees to the extent they need to publish to the website
Scope and Responsibilities	<ul style="list-style-type: none"> • Act as gatekeeper for the website. • Publish information to the website a necessary. • Update information on website as necessary. • Maintaining updated links on website for: <ul style="list-style-type: none"> ○ Ticket Sales ○ Donations • Arrange for On-line ticket sales through Brown Paper Tickets

* Non-Board Member