

## **BOD ROLES AND RESPONSIBILITIES**

**Approved 2/13/2019**

### **President**

Administrative responsibility  
BOD/General Membership meetings and agenda  
Nomination Committee and Election Coordination  
Public Representative of the Organization  
Responsible for selection of Concert Directors

### **Immediate Past President**

Grant Submissions  
Assistance and Counsel to Board  
Serve as President in absence of Pres. and Vice Pres.  
Yearly review of By-laws

### **Vice President**

Serve as President in absence of President  
Coordinate Business Supporter Fundraising w/ FOSN  
Liaison to Webmaster  
CD/DVD Sales and Distribution  
Post Concert Dinner/Social  
Post Concert Evaluation/Questionnaire

### **Secretary**

Monthly BOD meeting minutes  
General Membership meeting minutes  
Correspondence as required  
Maintain Procedures Manual  
Maintain Email Contact Lists for Membership  
Communication

### **Treasurer**

Maintain Financial Records  
Annual Budget Development  
Monitor expenses vs budget  
Receipt/deposit funds  
Pay bills  
Invoice for payment for Director and Accompanist  
Annual/monthly financial reports  
Prepare/submit tax forms  
COMMITTEE: Concert Donation Counting

### **Publicity**

Coordinate Flyer/program design  
Flyer & Concert program printing, distribution and recycling  
Media announcements and coordination  
Oversee archives/history  
COMMITTEES:

Flyer Distribution  
Media announcements and coordination  
Program Development  
Historians

### **Friends of Sea Notes**

Solicit new members  
Maintain FOSN database  
Collect contributions  
Distribute FOSN concert passes

### **Concert Chair**

Book venue  
Communications – Director, Venue  
Performance production  
Maintain storage unit  
Supervise committees  
Committees:  
    Ushers  
    Wardrobe  
    Rehearsal Venue  
    Decorating

### **Librarian**

Order music  
Catalog/file inventory music  
Inventory equipment  
Distribute/collect music  
Maintain supply of performance folders  
Compile singer packets  
Committee:  
    Sort, Number and Compile Music Packets

### **Membership Chair (PROPOSED)**

Solicit and accept applications for new members  
Maintain Membership Information Packet  
Maintain Membership roster  
Solicit and track sign-ups for each concert  
Maintain Rehearsal/Concert attendance sheets  
Collect membership dues w/Treasurer

### **Member At Large (PROPOSED)**

Liaison with Membership  
Assignments at the President/BOD discretion  
Scholarship Committee Oversight  
Post Concert Evaluation/Questionnaire