

2004/2005 CHORUS BOARD AND CHOIR COMMITTEES

CHORUS Board Committees

- **Advisory Board**
- **Executive**
- **Finance (still to be established)**
- **Fundraising/Development (might be combined with Marketing)**
- **Human Resources**
- **Marketing (might be combined with Fundraising/Development)**
- **Nominations**
- **CD (New 2004/2005)**
- **Outreach (New 2004/2005)**
- **Girls' Camp (New 2004/2005)**
- **Technology (New 2004/2005)**

CHORUS Choir Committees

- **Membership**
- **Music Selection**
- **Production**

Advisory Board Committee 2004/2005

1. NAME- Chair
2. NAME
3. NAME
4. NAME
5. NAME – Ex-Officio Member

CHORUS VISION

CHORUS is a TYPE OF CHORUS that strengthens individuals and communities through singing, collaborating, commissioning music, touring, recording and using technology

CHORUS MISSION

CHORUS is a TYPE OF CHORUS that sings, performs and affirms the voices of GENDER TYPE.

TCWC CORE VALUES

CHORUS is a TYPE OF CHORUS that is affirming, fun, ethical and exists to sing and perform with pride.

DESCRIPTION OF ADVISORY COMMITTEE

This Committee exists to:

- Provide advice on developing an audience
- Evaluate the work of the board of directors
- Evaluate what the choir has accomplished
- Provide advice on how to move to the “next level”
- Provide advice on management
- Provide advice on marketing
- Provide advice on collaborations
- Provide advice on fund raising
- Provide names of board of director candidates

2004/2005 GOALS AND OBJECTIVES OF ADVISORY COMMITTEE

- Recruit diverse members of the Advisory Board
- Retain diverse members on the Advisory Board

Executive Committee 2004/2005

1. NAME (President)
2. NAME (Vice President)
3. NAME (Secretary)
4. NAME (Treasurer)
5. (Ad Hoc Board Member)
6. Executive Director (Non voting member)
7. Artistic Director (Non voting member)

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DESCRIPTION OF EXECUTIVE COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Formulate/develop yearly plans, goals, and objectives
- Approve yearly plans, goals, and objectives
- Implement/carry out long range plans
- Implement/carry out yearly plans
- Monitor progress toward yearly plans
- Act on behalf of the Board between Board meetings

2004/2005 GOALS AND OBJECTIVES OF EXECUTIVE COMMITTEE

- Improve communication between Board Members
- Improve communication with the choir
- Plan winter and summer retreat

Finance Committee 2004/2005

1. **NAME – Chair**
- 2.
3. NAME – Ex-officio member
4. NAME – Ex-officio member
5. Executive Director

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DESCRIPTION OF FINANCE COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Formulate/develop yearly plans, goals, and objectives
- Approve yearly plans, goals, and objectives
- Implement/carry out long range plans
- Implement/carry out yearly plans
- Monitor progress toward yearly plans
- Develop yearly budget
- Monitor financial progress
- Develop and monitor financial policies

2004/2005 GOALS AND OBJECTIVES OF FINANCE COMMITTEE (none yet established)

Fundraising/Development Committee 2004/2005

1. **NAME - Chair**
2. NAME
3. NAME
4. NAME – Wine tasting event
5. NAME – Ex-officio member
6. NAME – Ex-officio member
7. Executive Director

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DESCRIPTION OF FUNDRAISING COMMITTEE

This Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Formulate/develop yearly plans, goals, and objectives
- Approve yearly plans, goals, and objectives
- Implement/carry out long range plans
- Implement/carry out yearly plans
- Monitor progress toward yearly plans
- Develop and maintain relationships with members, contributors, foundations, businesses, and other funders
- Raise money from foundations and corporations
- Raise money from individual contributors

- Develop special fundraising events

2004/2005 GOALS AND OBJECTIVES OF FUNDRAISING COMMITTEE

- Increase diversity of donors, sponsorships, funders, etc.
- Maintain diversity of donors, sponsorships, funders, etc.
- Meet budget goals for fiscal year
- Develop written plans that can be used to ease the process of future fundraising.
- Develop grant information that can be used as template for future grant writing
- Develop CHORUS information packet that can be used for future fundraising in the business community.

Human Resources Committee 2004/2005

1. NAME - Chair
2. NAME
3. NAME – Ex-officio member
4. NAME – Ex-officio member

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DESCRIPTION OF HUMAN RESOURCES COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Formulate/develop yearly plans, goals, and objectives
- Approve yearly plans, goals, and objectives
- Implement/carry out long range plans
- Implement/carry out yearly plans
- Monitor progress toward yearly plans
- When applicable, develop and implement process to hire Executive Director and Artistic Director
- Act as liaison to Executive Director regarding performance expectations of Executive Director and Artistic Director
- Develop and implement performance evaluation process for Executive Director and Artistic Director
- Develop Human Resources policies and procedures
- Evaluate training/skill development of Board members
- Develop and implement appropriate training for Board members

2004/2005 GOALS AND OBJECTIVES OF HUMAN RESOURCES COMMITTEE

- Recruit diverse staff
- Retain diverse staff
- Review and if, necessary rewrite job description for Executive Director
- Review and if, necessary rewrite job description for Artistic Director
- Develop options for filling vacant Executive Director position
- Develop selection process for Executive Director
- Implement process to hire Executive Director
- Hire Executive Director
- Develop recommendations for the Board for the performance review process for the Executive Director
- Develop recommendations for the Board for the performance review process for the Artistic Director
- Implement performance review process for the Executive Director
- Implement performance review process for the Artistic Director

Marketing Committee 2004/2005

1. **Chair**
2. NAME
3. NAME
4. NAME – Ex-officio member
5. NAME – Ex-officio member
6. Executive Director

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DESCRIPTION OF MARKETING COMMITTEE

This Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Formulate/develop yearly plans, goals, and objectives
- Approve yearly plans, goals, and objectives
- Implement/carry out long range plans
- Implement/carry out yearly plans
- Monitor progress toward yearly plans
- Interpret CHORUS to the community
- Promote CHORUS and its services
- Develop and maintain relationships with community groups
- Provide organizational linkages with other organizations

- In collaboration with the Artistic Director and Production Committee, determine the “target” audience, e.g., quilters, Native American community, Afro-American community, etc., for each concert
- Promote the choir through arranging a variety of outreach concerts
- Develop marketing image
- Develop marketing tools

2004/2005 GOALS AND OBJECTIVES OF MARKETING COMMITTEE

- Increase diverse audience attending all concerts
- Retain diverse audience attending all concerts
- Develop a clear "Identity". What do we want as our public image, how do we describe ourselves? Develop a "script" for Board Members, staff, and Choir Members to reference in representing CHORUS to the community. What sets us apart from other similar groups?
- Identify specific groups of potential customers and develop ways to reach these groups.
- Develop and coordinate advertising, promotion and public relations materials including mailing lists.

Nominations Committee 2004/2005

- 1. - Chair**
2. NAME
3. NAME
4. NAME – Ex-officio member
5. NAME – Ex-officio member

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DESCRIPTION OF NOMINATING COMMITTEE

This Committee exists to:

- Implement direction and policies of CHORUS
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- Formulate/develop yearly plans, goals, and objectives
- Approve yearly plans, goals, and objectives
- Implement/carry out long range plans
- Implement/carry out yearly plans
- Monitor progress toward yearly plans

2003/2004 GOALS AND OBJECTIVES OF NOMINATING COMMITTEE

- Increase diversity of Board members
- Retain diversity of Board members

CD Committee

2004/2005

1. **NAME – Chair**
- 2.
- 3.

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DESCRIPTION OF CD COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Formulate/develop plan for recording and production of a CD for sale in Fall 2006

2004/2005 GOALS AND OBJECTIVES OF CD COMMITTEE

- Recruit CD Committee members from choir and non-choir supporters.
- Identify what steps are needed to plan, record, and design a CD.
- Develop a timeline for completing these steps in time for a Fall 2006 release.
- Begin working on the implementation of the plan as needed to meet timeline goals.

Outreach Committee 2004/2005

1. **NAME – Chair**

2.

3.

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DESCRIPTION OF OUTREACH COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS

2004/2005 GOALS AND OBJECTIVES OF OUTREACH COMMITTEE

Girls' Camp Committee 2004/2005

1. **NAME – Chair**
2. **Executive Director**
- 3.
- 4.

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DESCRIPTION OF GIRLS' CAMP COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS

2004/2005 GOALS AND OBJECTIVES OF GIRLS' CAMP COMMITTEE

Technology Committee 2004/2005

1. **NAME – Chair**
2. NAME
3. NAME
4. NAME

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DESCRIPTION OF TECHNOLOGY COMMITTEE

The Committee exists to:

- Implement direction and policies of CHORUS
- Ensure CHORUS is accountable to the community and the people served by CHORUS
- Drive the use of technology to improve efficiency within the CHORUS organization
- Formulate/develop plans for the use of technology within the CHORUS organization
- Evaluate technology options and make recommendations to the board

2004/2005 GOALS AND OBJECTIVES OF TECHNOLOGY COMMITTEE

- Grow the use of the CHORUS website for marketing and fundraising purposes
- Create a password-protected Members area on the CHORUS website
- Create and implement a plan for utilizing CHORUS web hosting space for centralized file storage
- Evaluate database design and revise where needed
- Migrate database to web hosting space and create online data entry screens

Membership Committee 2004/2005

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DESCRIPTION OF MEMBERSHIP COMMITTEE

This Committee exists to:

- Make new choir members “feel welcome and comfortable” with joining the choir
- Mentor new choir members
- Provide new choir members with an understanding of the choir
- NAME serves as the Membership Committee liaison to the Board of Directors

2004/2005 GOALS AND OBJECTIVES OF MEMBERSHIP COMMITTEE

- Recruit diverse choir members
- Retain the diversity of the choir

Music Selection Committee

2004/2005

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TYPE OF CHORUS is a TYPE OF CHORUS that sings, performs and affirms the voices of GENDER TYPE

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DESCRIPTION OF MUSIC SELECTION COMMITTEE

The Committee exists to:

-

2004/2005 GOALS AND OBJECTIVES OF MUSIC SELECTION COMMITTEE

- Select music that represents diverse communities

Production Committee 2004/2005

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DESCRIPTION OF PRODUCTION COMMITTEE

The Committee exists to:

- Recruit volunteers for producing the concerts

2004/2005 GOALS AND OBJECTIVES OF PRODUCTION COMMITTEE

- Recruit diverse volunteers to produce concerts
- Retain diverse volunteers to produce concerts