

MIDHUDSON WOMEN'S CHORUS

POLICIES

1

COMMITTEE STRUCTURE AND RESPONSIBILITIES

1. Bookings/Functions Committee will:

- Make arrangements for mini-concerts and functions with the approval of the Board, Musical Director and Accompanist.

2. Publicity and Membership Committee will:

- Make the public aware of its mission, activities and concert dates
- Maintain the Mid-Hudson Women's Chorus Website
- Recruit new members

Objectives above can be done through newspaper ads, flyers, website, PSAs, and other avenues (eg. Social media) consistent with the organization's mission

- Create and copy flyers for each concert.

3. Program Committee will

- Obtain all names and levels of ads and sponsors to be included in each published program from the ads and sponsors committee
- Be responsible for laying out, editing and securing programs for each concert
- Create, secure, and distribute membership tickets for each concert

4. Attire Committee will:

- Maintain, assign, and collect special concert attire

5. Hospitality Committee will:

- Organize refreshments for the fourth meeting each semester
- Arrange a membership dinner meeting during the week following the spring concert

6. Scholarship committee will:

- Shall be responsible for distribution, review, and collection of applications from high school music majors living in Ulster County.
- Convene a meeting of elected officers, the Music Director and the Accompanist to review the application process

7. Fund Raising Committee will:

- Conduct sponsors, friends and associates drive in the spring.
- The dollar amounts for each category will be determined by the Board of Directors
- Review, edit and distribute all solicitation forms to the membership
- Maintain records for all contributors
- Submit a report before the end of the spring semester to the Board of Directors

- All funds received from this drive shall be used for the benefit of the Mid-Hudson Women's Chorus. Specifically, the money donated through Associates is only to be used for the scholarship fund.
 - All sponsors, friends and associates shall be listed in the programs for each semester
 - In addition sponsors shall be listed on <http://www.midhudsonwomenschorus.org/>
- B. Be responsible for conducting additional fundraisers during the year.
- Each fundraiser idea must be brought to the Board of Directors for approval
 - Information for each idea must include
 1. Type of fundraiser
 2. Extent of membership involvement
 3. Budget to include expenses and projected net profit
 - After approval by the Board of Directors each idea will be submitted to the membership for their support.
8. **Sunshine Committee:**
- The membership at large will report any significant events regarding the group to the Secretary (eg. Milestone birthdays, death in family, illness etc). Note(s) and or card(s), donation/gift will be provided accordingly from chorus funds.

GENERAL POLICIES

1. **Attendance:** Each member is responsible for seeing that absences occur for serious reasons only. A member in good standing will miss no more than three rehearsals each semester. Attendance is mandatory at the three rehearsals just prior to the fall and spring concerts, in order to sing at that concert. If a member is ill or because of work schedules, cannot make these three consecutive rehearsals, notice by phone to an officer, preferably the president or secretary, must be given prior to the rehearsal. Exceptions to this policy may be made by the musical director. The chorus will accept new members following the third rehearsal of each semester **only** at the discretion of the director.
2. **Music responsibilities:** Each member is responsible for her music and for returning it to the librarian at the end of each semester. If the music is lost, she is responsible for the monetary value.
3. **Attire:** Wardrobe, unless otherwise stated, will consist of a long black, skirt or black pants, white long sleeve tailored blouse, black hose or socks and black shoes. Special attire may be decided upon by the Board of Directors with input from the membership for concerts that have a particular theme.
4. **Stage manager:** will help organize chorus members into the lineup for concerts

Revised
5/05/2014
10/5/24