

# Chorus Officer Descriptions

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## President

### *Responsibilities*

The president is basically the chorus “go to” person. This person will be in charge of helping Mr. Faust with all things chorus related. The president will be able to help substitutes with attendance and with working on music. This person is also responsible for distribution, numbering, and collection of music. The president may also be in charge of making copies.

### *Characteristics*

This individual must have excellent qualities in the following:

1. Organizational Skills
2. Ability to work independently
3. Ability to take orders and execute them without worry
4. Ability to keep track of the other officers and their duties

### *Time Commitment*

This job requires a large amount of time at the end of the performance periods (directly before and after a concert). The students should plan to spend several days before or after school completing the president’s duties. Other than at the beginning of the year and concert time, the time commitment is nominal, but important.

## Treasurer

### *Responsibilities*

The Treasurer is responsible for the Chorus Student Activities account and the individual chorus accounts as well. They will need to keep an accurate file of all receipts for Mr. Faust.

### *Characteristics*

This individual must have excellent qualities in the following:

1. Organizational Skills
2. Ability to work independently
3. Ability to use Microsoft Excel or the ability to learn quickly.
4. Must be trustworthy
5. Ability to accurately count

## Treasurer (cont.)

### *Time Commitment*

This is a moderate time commitment for the officer positions. The treasurer needs to be able to allocate enough time during major fundraising events to keep up to date with the student accounts. This may involve staying after school, or working during the students lunch for a day or two. Outside of major fundraising time, very little time commitment is required, and most duties can be performed during chorus class time.

## Public Relations

### *Responsibilities*

Public Relations is what allows the public to know what's going on in the Chorus Program at MHS. Therefore it is essential that the choruses have a student that is able to produce timely press releases of events and successes of the chorus to the school and local media. The student will be in charge of writing short articles for the school news, the local newspaper, and the MHS newsletter. Whenever there is an event of note, there should be an article to go with it.

### *Characteristics*

This individual must have excellent qualities in the following:

1. English Language
2. Organizational Skills
3. Ability to work independently
4. Ability to use a word processing application
5. Ability to interview an individual

### *Time Commitment*

This position does not require an immense amount of time assuming competencies as listed above. A student should be cognizant of all attributes of the chorus program, and publicize these occasions in a timely fashion. No chorus time will be used to complete this task with the possible exception of interviews.

**Any student who is interested in a chorus office must submit a letter of interest to Mr. Faust. The letter should include your name, reason for interest, and qualifications. Please turn in the letter by Friday, August 29.**