



Officer Teams and Positions Described

President (open to any current member of Kantorei)

- i. Embodies the visions, attitude, talent, and commitment that is the PHS Choir
- ii. Supports the Director in all endeavors, embracing professionalism and a common goal
- iii. Be present and accounted for at all choir events - you are always going to be the one who comes early and leaves late!
- iv. "Team Leader" of all student officers
- v. Create agenda for bi-weekly Choir Council meetings with Director
- vi. Run all the Choir Council meetings
- vii. Delegate assigned duties for all concerts and events
- viii. Ensure that all officers are fulfilling their jobs and following the chain of command
- ix. Delegate jobs to other officers and students
- x. Notify Director of students that are not fulfilling their obligations
- xi. Plan major social activities, concerts and service projects with VP of Public Relations & Logistics and Director
- xii. Maintain communication with students and parents on an "as needed" basis

ADMINISTRATIVE TEAM

Administrative Vice President (open to any current member of Kantorei)

STAFF: Administrative Secretaries, Treasurer

- i. Oversee and assist the Administrative Secretaries / Treasurer to ensure that tasks and deadlines are met with quality
- ii. Take the official minutes and attendance for all Choir Council meetings and events as needed (via provided or personal laptop in MS Word)
- iii. Distribute the minutes via e-mail to members and/or students in a timely fashion
- iv. Send out official reminders/announcements to students and parents
- v. Keep track of Letterman points for students
- vi. *With assistance from Administrative Secretaries / Treasurer and proper delegation:*
 - a. Maintain an accurate calendar of choir events on the Choir Google Calendar
 - b. Create programs and posters for the PHS Choir Program
 - c. Maintain all forms of social media (Choir Website, Twitter, and Facebook)
 - d. Assist in creating and duplicating documents on an "as needed" basis
 - e. Assist Director with event and UIL documents on an "as needed" basis
 - f. Assist Director with field trip documents on an "as needed" basis
 - g. Coordinate Choir Representatives from the classes ensuring that tasks and deadlines are met with quality

Administrative Secretary (open to any current or future Varsity Choir member)

Reports to: Administrative Vice President

- i. Maintain an accurate record of students
- ii. Maintain an accurate calendar of choir events on the Choir Google Calendar
- iii. Create programs and posters for the PHS Choir Program
- iv. Maintain all forms of social media (Choir Website, Twitter, and Facebook)
- v. Send out e-mail reminders on an "as needed" basis
- vi. Assist in creating and duplicating documents on an "as needed" basis
- vii. Assist Director with event and UIL documents on an "as needed" basis
- viii. Generate thank you notes and e-mails to those who assist us

Treasurer (open to any current or future Varsity Choir member)

Reports to: Administrative Vice President

- i. Assist director in the ordering of t-shirts, awards, etc.
- ii. Keep track of order forms (including food) and sizing for shirts
- iii. Assist with fundraising events on an "as needed" basis
- iv. In charge of assisting other officers with food orders for choir events

INVENTORIES AND RECORDS TEAM

Vice President of Inventories and Records (open to any current member of Kantorei)

STAFF: Librarians, Uniform Managers

- i. Oversee and assist the Librarians / Uniform Managers to ensure that tasks and deadlines are met with quality
- ii. In charge of facilitating student and parent surveys through Survey Monkey on an "as needed" basis
- iii. *With assistance from Librarians / Uniform Managers and proper delegation:*
 - a. Maintain an accurate and organized record of music
 - b. Check in and out music to students in all classes
 - c. Maintain an accurate and organized record of folders distributed to students
 - d. Facilitate music collection and sorting at the end of each semester and on an "as needed" basis
 - e. Assist treasurer in keeping record of music that is missing / not turned in
 - f. Assist the Uniform Managers and to ensure uniforms are properly checked in, checked out and maintained
 - g. Assist with document creation on an "as needed" basis

Librarian (open to any current or future Varsity Choir member)

Reports to: Vice President of Inventories and Records

- i. Maintain an accurate and organized record of music
- ii. Check in and out music to students in all classes
- iii. Maintain an accurate and organized record of folders distributed to students
- iv. Facilitate music collection and sorting at the end of each semester and on an "as needed" basis
- v. Assist treasurer in keeping record of music that is missing / not turned in
- vi. Assist with document creation on an "as needed" basis

Uniform Manager (open to any current or future Varsity Choir member)

Reports to: Vice President of Inventories and Records

- i. Keeps the uniform room in order
- ii. Maintains student uniform information
- iii. Monitors uniform conditions and reports issues IMMEDIATELY
- iv. Helps to distribute and collect / organize uniforms for use and cleaning

PUBLIC RELATIONS AND LOGISTICS TEAM

Vice President of Public Relations & Logistics (open to any current member of Kantorei)

STAFF: Historians, Activities/Spirit Coordinators

- i. Oversee and assist the Historians / Activities/Spirit Coordinators to ensure that tasks and deadlines are met with quality
- ii. Designing and dispersing flyers and banners for concerts and fundraising activities (within school and in town)
- iii. Write materials for school announcements, school email, and press releases
- iv. In charge of organizing the monthly "Breakfast in the Choir Room" events
- v. In charge of organizing Choir Movie Nights and all other social events
- vi. In charge of managing alumni participation and events on an "as needed" basis.
- vii. Responsible for the monthly parent e-news document
- viii. *With assistance from Historians / Activities/Spirit Coordinators managers and proper delegation:*
 - a. Maintain the storage room, collect food and supplies donations
 - b. Keep a record of all PHS Choir activities for the year through photos, articles, journals
 - c. Create a digital scrapbook of these activities
 - d. Generate a calendar for the year that includes a schedule for taking pictures of each class in the choir department (in class and at events)
 - e. Diligently take pictures and video of concerts and students / classes in action throughout the year for our electronic scrapbook and website
 - f. Take and print officer pictures for display
 - g. Prepare a video for the banquet that reflects the work of all the choirs during the year
 - h. Maintain and facilitate the decoration of the Choir display case
 - i. Keep a binder of all programs from performances for the school year
 - j. Maintain the organization of our historical documents

Historian (open to any current or future Varsity Choir member)

Reports to: Vice President of Logistics and Public Relations

- i. Keep a record of all PHS Choir Department activities for the year through photos, articles, journals
- ii. Create a digital scrapbook of these activities
- iii. Generate a calendar for the year that includes a schedule for taking pictures of each class in the choir department (in class and at events)
- iv. Diligently take pictures and video of concerts and students / classes in action throughout the year for our electronic scrapbook and website
- v. Take and print officer pictures for display
- vi. Prepare a video for the banquet that reflects the work of all the choirs during the year.
- vii. Maintain and facilitate the decoration of the Choir display case
- viii. Keep a binder of all programs from performances for the school year
- ix. Maintain the organization of our historical documents

Activities / Spirit Coordinator (open to any current or future Varsity Choir member)

Reports to: Vice President of Logistics and Public Relations

- i. Coordinate and facilitate planned bonding activities / games throughout the year for the building of pride, unity, and spirit
- ii. Coordinating and facilitating planned bonding games / activities for Choir Council throughout the year
- iii. In charge of organizing the monthly "Breakfast in the Choir Room" events
- iv. In charge of organizing Choir Movie Nights and all other social events
- v. In charge of managing alumni participation and events on an "as needed" basis
- vi. Assist Director with field trip student lists / rooming assignments