

Davis Madrigals, Inc., Job Descriptions

President

(Parent Coordinator/CEO/President)

The **President** is a voting member of the Davis Madrigals, Inc. Board of Directors

Reports to: Choir Director

Job Description: A successful President operates in the leadership of the organization to help organize all business aspects of the choir while at the same time ensure that the choir members can achieve success and enjoyment and meet the high expectations of the Davis Madrigal Choir.

The President is responsible for, but not limited to:

- Directly support the Choir Director in execution of programs and goals
- Overall responsibility for organization operations, fundraising, performance and management of team members
- Oversee all Board of Director functions
- Sign all legal documents concerning Davis Madrigals, Inc.
- Empowers the team and assists in removing obstacles allowing other leadership to perform to their full potential
- Ensure all programs are on target and executed in a timely fashion including time constraints, venues, required permit process
- Communicates all business views to Membership, vendors, community, government entities, etc.
- Coordinate with other choir coordinators

Job Description

Secretary

The **Secretary** is a voting member of the Davis Madrigals, Inc. Board of Directors

Reports To: Parent Coordinator

Job Description: A successful Secretary operates in the steerage of the organization to help organize all business aspects of the choir while at the same time ensure that the choir members can achieve success and enjoyment and meet the high expectations of the Davis Madrigal Choir.

The Secretary is responsible for, but not limited to:

- Keeps accurate minutes of all Board of Directors' meetings
- Keeps accurate minutes of Membership Meetings
- Keeps records of such meetings on file.
- Keeps the Parent Coordinator advised of business that must be reported back to the Membership.
- Distribute notices to board, parents and students as needed.
- Maintain/generate appropriate groups for communications.

Job Description

Auditor

The **Auditor** is a voting member of the Davis Madrigals, Inc. Board of Directors

Reports to: Parent Coordinator

Job Description: A successful Auditor operates in the steerage of the organization to help organize all business aspects of the choir while at the same time ensure that the choir members can achieve success and enjoyment and meet the high expectations of the Davis Madrigal Choir. The Treasurer takes the primary responsibility for receivables and disbursements, while the Auditor takes the primary responsibility for reporting the statements of account. Both are responsible for ensuring financial integrity of the books of the organization.

The Auditor is responsible for, but not limited to:

- Ensures the Treasurer collects and manages the funds of Davis Madrigals, Inc.
- Ensuring the Treasurer pays all bills and debts of Davis Madrigals, Inc.
- Ensures that the Treasurer accurately deposits and maintains Davis Madrigals, Inc. bank accounts and books.
- With the Treasurer, generates yearly budget to propose the Board of Directors and disseminates such to the Membership
- Generates the budgets and statements of account for approval by the Membership.
- Provide records to the Davis Madrigals, Inc to designated CPA including Federal/State Income Tax and State Sales Tax filing and audit.
- Deliver monthly to the Membership an updated Profit and Loss Statement.

Job Description

Treasurer

The **Treasurer** is a voting member of the Davis Madrigals, Inc. Board of Directors

Reports to: Parent Coordinator

Job Description: A successful Treasurer operates in the steerage of the organization to help organize all business aspects of the choir while at the same time ensure that the choir members can achieve success and enjoyment and meet the high expectations of the Davis Madrigal Choir. The Treasurer takes the primary responsibility for receivables and disbursements, while the Auditor takes the primary responsibility for reporting the statements of account. Both are responsible for ensuring financial integrity of the books of the organization.

The Treasurer is responsible for, but not limited to:

- Collect and manage the funds of Davis Madrigals, Inc.
- Pay all bills and debts of Davis Madrigals, Inc.
- Accurately deposit and maintain Davis Madrigals, Inc. bank accounts and books.
- With the Auditor, propose yearly budget to the Board of Directors and disseminate such to the Membership
- Maintain sales records from “The Mad Store”
- Verify the books and accounts as generated the Auditor.

Job Description

Costume Chair

The **Costume Chair** is a voting member of the Davis Madrigals, Inc. Board of Directors

Reports to: Parent Coordinator

Job Description: The Costume Coordinator manages the Costume Closet and ensures the costume needs of all Madrigal Singers are met.

The Costume Chair is responsible for, but not limited to:

- Manage the Costume Closet, including storage, maintenance, repairs, cleaning, altering, and replacing costumes on a regular schedule to meet the needs of the organization.
- Ensure repair kit is available on all Madrigals' trips.
- Propose to the board an annual costume budget, that contemplates above needs and revenues from costume rentals.
- Ensure a qualified pool of tailors/seamstresses are available to build costumes as needed.
- Ensure new Madrigals' costumes are period- and style-appropriate, and that appropriate balance of color and designs are reflected in the Choir.
- Work with Fundraising Coordinator to seek grants to support the Costume Closet.
- Manage rental agreements.
- Develop and maintain budget for costume closet.

Job Description

Fundraising Coordinator

The **Fundraising Coordinator** is a voting member of the Davis Madrigals, Inc. Board of Directors

Reports to: Parent Coordinator

Job Description: A successful Fundraising Coordinator operates in the leadership of the organization to help organize all business aspects of the choir while at the same time ensure that the choir members can achieve success and enjoyment and meet the high expectations of the Davis Madrigal Choir. They will develop and empower an effective team and remove obstacles allowing their Chairperson's to effectively operate.

The Fund-Raising Coordinator is responsible for, but not limited to:

- Coordinate with event chairs about sponsorships and other events.
- Delegate to the fundraising committee and provide support by way of removing obstacles, allowing their Chairperson to perform with ease.
- Develop and present to the Board of Directors new fundraising ideas.
- Grant writing
- Corporate fundraising
- Sponsorships

Job Description

Octet Coordinator

Reports to: Parent Coordinator

Job Description: The Octet Coordinator functions as the liaison between individuals/community groups (clients) employing groups of Madrigal singers and the Choir Director.

The Octet Coordinator is responsible for, but not limited to:

- Responding to requests for Madrigal singers from clients both from the web link and referrals and coordinating performances. This includes establishing dates and times, making requests regarding facilities (sound, warm up areas, etc.), and communicating amounts and ultimately procuring payment subsequent to events.
- Securing approval for requested events from the Choir Director prior to committing to clients.
- With the aid of the Choir Director staffing performances with Madrigal singers.
- Procuring transportation for events from the list of approved parent drivers maintained by the Parent Coordinator.
- Developing and distributing car manifests to parent drivers (and DSHS office as required) prior to events.

Job Description

Alumni Coordinator

The Alumni Coordinator is a non-voting member of the Davis Madrigals, Inc. Board of Directors

Reports To: Parent Coordinator

Job Description: A successful Alumni Coordinator creates and maintains the database with alumni information, communicates with the Alumni about upcoming events such as the Madrigal Dinner, communicates to the alumni about the activities of the choir, and asks the alumni for potential donations, as appropriate. The Alumni Coordinator also helps foster positive feelings about the choir by allowing the alumni to stay connected to the choir and to each other. The Alumni Coordinator also helps plan alumni events, as needed.

The Alumni Coordinator is responsible for, but not limited to:

- Maintaining the Alumni Database
- Communicating upcoming Davis Madrigal Singer performances and events to the alumni
- Communicating to alumni about the activities of the choir via different media
- Fundraising requests/events as appropriate
- Providing an avenue for alumni to maintain connections with the choir and one another
- Keeps the Parent Coordinator advised of current alumni communications

