

Dear CGC Parents:

Thank you for all of your hard work and time! Without our parent volunteers, the choir would need to hire staff to head the various volunteer positions listed below. If the choir ever had to do this, tuition would need to be raised to cover those costs. We are grateful to have committed members and parents so that this will not happen.

As the choir is wrapping up the 2007-08 season, the choir is saying farewell and good luck to seven graduating seniors and their parents who have been serving as a chairperson of the CGC Parent Support Organization (PSO). At this time the PSO is trying to make sure that the 2008-09 season will begin with each chair position filled and ground works laid for committee members. Although this sounds like a lot of work and time, it is really about being organized and passing on the notes for each committee.

Please take a minute to read the committees listed and decide whether you would like to chair, co-chair or be involved with that committee. The names listed beside each committee are of parents already making a commitment to serve on that committee for the 2008-09 seasons.

Thank you!

Parent Support Organization Committees and 2008-09 Chairs

President	David Johnson	Committees:	
Vice President		Fundraising	Lisa Nelson
Secretary	Donna Hargraves	Chaperones	Teresa Cozart & Kerri Beene
		Communications/Web	Amy Campbell
		Concert Activities	Janet Byrne
		Concert Program & Ads	Lisa McDonald
		Marketing	David Johnson
		Music Library	Debbie Bittenbender
		Riser Crew	
		Staging	
		Tour	
		Wardrobe	
		Social Activities	

President- a two year term. Two to 4 hours per month.

The President of the PSO serves as a member of the CGC Board of Directors and will communicate with the Executive Director to assure that the operational needs of the choir are met through the PSO committees. Associated duties include: Operating PSO meetings (4 per season), contacting families with outstanding balances, aiding committee heads as needed, etc.

Vice President- Two year term. Max. 2 hours per month

Serves a two year term before taking over the presidency of the PSO. The VP aids the President in making sure that choir needs are being met. This may mean ordering pizza for a Saturday rehearsal or aiding in set decorating at Christmas time.

Secretary- One to Two year term- Avg. 1 hour per month

Takes minutes at each PSO meeting, emails the minutes to members and the choir office. The Choir office can print copies of the minutes.

Fundraising Chair- One to Two year term with 1 to 2 hours per month

Fundraising chair helps the choir office organize and run two of the yearly fundraisers: *chocolate sales and the spring auction*. The choir office will order the chocolate needed and set up the store front dates. The Fundraising chair will organize parent volunteers for store front sales including setting up/breaking down for that day. The fundraising chair will have a meeting in Nov. /Dec. to begin organizing the Spring Auction.

Chaperone Chair- Two year term.

The Chaperone Chair leads and organizes chaperones for each choir. Chaperones aid the director by helping to keep members on task, and serve as an advocate & protector to the members. They assist with attendance record keeping, passing out newsletters, absentee/birthday post cards and other tasks that help support the director and choir office.

Communications/Web Chair- Indeterminate term

Works with Amy Campbell to put up to date information about the choir on our web site.

Concert Activities- Two year term. Avg. of 6 hours per year.

The concert activities chair helps the office organize volunteer help for the winter and Spring Concerts. This includes (but is not limited to) ticket sales, ticket takers, and ushers. Hours for this position are normally earned in November/December and April/May.

Concert Program & Ads- Two year term. Avg. of 6 hours per year.

This position works with volunteers to secure advertising for the winter/spring concert programs and works on the layout for those advertisements. Committee members sell of ad space for the concert program. Information is kept in the office which the committee distributes and explains to the various choirs.

Marketing- Two year term. Avg. of 6 hours per year

The marketing chair helps the Executive Director make press releases, get concert dates added to community calendars, works on articles, billboards, etc.

Music Library- Two year term Avg. of 8 hours per year.

The music librarian works with her committee members to ensure that all CGC music is filed after in Dec. /Jan. and May/June. Committee members organize music binders each winter and summer. In preparation for each semester.

Riser Crew- Two year term. Avg. of 6 hours per year

Organizes the riser crew committee to make certain that the choir's risers are transported, set-up and broken down for each CGC performance in need of risers. The generally means 2 to 6 performances each season.

Staging- Two year term- Avg. of 8 hours per year

The Staging Chair works with the Artistic and Executive Director to select a theme and design for the winter and spring concerts. The winter concert is usually more elaborate and takes 4 to 6 hours to organize and implement with volunteer help. The spring concert is "low key" with a minimal time commitment 1 to 2 hours. The staging crew is responsible for setting up the stage before/after dress rehearsal, assisting during dress rehearsal and during the performance, and striking the set after the performance. Decorations must then be taken back to a storage facility or if borrowed, returned. This committee needs many volunteers.

Tour- One to Two year term- Avg. of 2 hours per month and a week for tour.

The tour director works with the director of the choir to determine the destination of the tour. The tour director may need to contact touring companies to compare rates and packages that will accommodate the needs of the choir. The tour director needs to be present at many of the rehearsals to promote the tour, collect payments, and hand out information. The tour director must also go on tour with the girls and work with the touring company.

Wardrobe- Two year term- Avg. of 2 hours per month (can mostly be done during rehearsal)

The Wardrobe Chair organizes the wardrobe committee so committee members can fit girls for the black concert dress, hem, wash, etc. They also work with the directors to determine wardrobe for performances and distribute CGC polo shirts for less formal performances. Help to arrange and work towards the purchasing of the Cantilena t-shirts. They may also be asked to participate in the ordering process of winter & spring concert t-shirts.

Social Activities- One to Two year term- Avg. of 1 hour per month

To give the girls a chance to get to know each other social activities are planned a couple of times a year. Usually an activity is planned in the summer before choir starts. For the first parents meeting of the year, they usually coordinate refreshments. When performances fall immediately after a rehearsal, some sort of snack is provided.