

GOLDEN COMMUNITY CHOIRS – VOLUNTEERS FALL 2009

GCC = Golden Chamber Choir

Con = Confluence

Position	Person	Responsibilities
BOARD		
Board President	Gary Williams	Preside over Board meetings
Board Vice-President	VACANT	Preside in absence of President; in line to become Pres
Board Secretary	Emily Sandelin	Maintain GCC records and correspondence
Board Treasurer	Linda Driggers	Collect, record, and disperse all money
Board Past President	Gillian Harrison	Advise Board
Board Member	Judy Denison	GCC members, recruiting, volunteers
Board Member	VACANT	Marketing
Board Member	Cindy Avram	At large
Board Member	VACANT	At large
Board Member	VACANT	At large
Board Member	VACANT	At large
Reports to President:		
Nominating Committee:	--	Present slate of candidates for GCC Board
Nom: Past President	Gillian Harrison	Head of Nominating Committee
Bylaws	--	Revise bylaws
Legal	Will Hardesty	Give legal assistance as necessary
Cultural Alliance Rep	Mike Maus	Representative to Golden Cultural Alliance (monthly meetings)
Web Page Liaison	Judy Denison Martha Glaser	Communicate changes to WebMaster
WebMaster	Barb Warden Table Mountain Web Design	Update web page
Reports to Secretary:		
Recording Secretary	Emily Sandelin	Take minutes of Board meetings
Reports to Treasurer:		
Finance Chair	Linda Driggers	Oversee finances; collect and disperse money
Accounting Consultant	Nic Skorsky	Advise on accounting & IRS
Budget Convener	Linda Driggers	Plan budget for next year, after May concert & before June retreat
Budget Committee	Cindy Avram	Plan budget for next year, after May concert & before June retreat
Budget Committee	Gary Williams	Plan budget for next year, after May concert & before June retreat
Budget Committee	Gillian Harrison	Plan budget for next year, after May concert & before June retreat
Fundraising Consultant	--	Advise on fundraising
Grant Writing Convener	Cindy Avram	Coordinate grantwriting efforts (research grant sources, contact info, deadlines, etc; write grant applications)
Grant Committee	Heather Gutherless	
Grant Committee	Jeri Lou Maus	
Grant Committee	Lauri Olsen	
Grant Committee	Diana Ziemann	
Grant Committee	Gary Williams	
Grant Committee	Linda Driggers	
Grant Committee	Judy Denison	
Corporate Fundraising	VACANT	Create packets for fundraising; telephone and visit potential corporate grant sources
“Buttonholer”	VACANT	Make personal contact with potential big donors and businesses

GOLDEN CONCERT CHOIR –VOLUNTEERS FALL 2009

Position	Person	Responsibilities
Director	David Bell	PAID: Music Director and Conductor
Accompanist	Anne Kingham	PAID: Accompanist
Section Rehearsal Ass't	--	Assist director with sectional rehearsals
Concert Choir Council:		
Soprano Section Org	Gail Vaseen-Hardesty	Guide concerns of Concert Choir
Alto Section Org	Rhonda Gathers	Guide concerns of Concert Choir
Tenor Section Org	Kim Gan	Guide concerns of Concert Choir
Bass Section Org	Mike Maus	Guide concerns of Concert Choir
Youth Organizer	Jessie Miller	Represent youth on Council
Reports to Council:		
Collaboration Chair	Gary Williams	Arrange details of collaborations; arrange concert details such as costs, sharing of revenues and expenses, remuneration, publicity, and concert responsibilities and details
Collaboration Comm	Sharon Friedman	
Legal	Will Hardesty	Give legal assistance as necessary
Council Treasurer	Linda Driggers	Collect, record, and disperse all money
Treasurer Assistant	Cindy Avram	Assist Treasurer in collection of money and as needed
Reports to Membership:		
GCC Membership	Judy Denison	GCC: Maintain membership lists; coordinate section organizers
Notices	Judy Denison	Send Concert Choir notices to singers
Soprano Section Org	Gail Vaseen-Hardesty	Support singers; keep attendance; set sectionals; serve on choir council; serve on nominating committee
Soprano Section Asst	Cindy Avram	Assist section leader
Alto Section Org	Rhonda Gathers	Support singers; keep attendance; set sectionals; serve on choir council; serve on nominating committee
Alto Section Assistant	Debby Galaty	Assist section leader
Tenor Section Org	Kim Gan	Support singers; keep attendance; set sectionals; serve on choir council; serve on nominating committee
Tenor Section Asst	Warren Kennison	Assist section leader
Bass Section Org	Mike Maus	Support singers; keep attendance; set sectionals; serve on choir council; serve on nominating committee
Bass Section Assistant	Gary Dyer	Assist section leader
Youth Organizer	Jessie Miller	Support jr high & high school singers; serve on choir council
Music News	Judy Denison	Send Music News to subscribers
Rehearsal Co-Manager	Dorothy Harden	Manage rehearsal logistics
Rehearsal Co-Manager	Sharon DeNiar	Manage rehearsal logistics
Snow Committee	Cindy Avram	Plan what to do if rehearsal canceled
Snow Committee	Gail Vaseen-Hardesty	Plan what to do if rehearsal canceled
Handbook Content	Judy Denison	Design content of members' handbook
Handbook publication	Judy Denison	Produce member handbook
Social Events	VACANT	Plan social events for choir
Singer training	VACANT	Coordinate singer training
Voice lessons	VACANT	Coordinate voice lessons
Sight-reading class	--	Coordinate sight-reading class
Recruiter Head	VACANT	Recruit at schools, colleges, churches, etc.; see that recruiting flyer is created & distributed
Recruiter Committee	VACANT	Recruit at schools, colleges, churches, etc
Recruiting flyers	Judy Denison	Create and print recruiting flyers
Welcoming	Judy Denison	Greet/guide singers as they come to first rehearsals
Community Outreach	VACANT	Contact nursing homes, retirement homes, to arrange group attendance at concerts
Caroling Chair	VACANT	Arrange caroling performances at Candlelight Walk, malls
Reports to Treasurer:		
Music Librarian	Betsy Jeffery	GCC: Distribute and take money for music
Music Assistant	Sharon DeNiar	GCC: Help distribute music; assist librarian
Music Orders	David Bell	GCC: Order music
Music Archivist	Betsy Jeffery	GCC: Responsible for cataloguing and storing GCC music and rehearsal CDs
Photo orders	Kelleen Williams	Take orders & money for group photos; make orders; distribute

		photos
Music folders	Kelleen Williams	Take orders & money for music folders; make order; distribute
CDs – Concert Choir	Peggy Black	GCC: Take orders & money for CDs; put in & pick up order; assemble CDs with help; distribute CDs; supervise sales of extras
RehearsalArts CDs	Judy Denison	Take orders & money for rehearsal CDs; order from Rehearsal Arts; distribute
TShirts	Debby Galaty	GCC: Order t-shirts & distribute
Fundraising Events	VACANT	
Barnes & Noble 11/15	Sherry Olin	Organize B&N fundraiser
B&N Event Mgr	Judy Denison	Be in charge on event day
B&N Music	Gary Williams	
B&N Cookies	Cindy Avram	
B&N Help	San Daugherty	Help at B&N event
B&N Help	Sally Angle	Help at B&N event
B&N Help	Elane Hudson	Help at B&N event
Clear Creek Books Apr	Judy Denison	Organize event
CCB: Music	Gary Williams	Organize music for event
CCB: Cookies	Cindy Avram	Organize cookies etc for event
Silent auction May 16	Judy Denison	Organize silent auction at concert
Auction Bake Sale Chair	Cindy Avram	
Auction:DonationsTeam	Judy Denison	
Donations Convener		
Donations Team		
Donations Team		
Donations Team		
Auction: Event Team		
Event Team Convener	Judy Denison	Convene meetings
Event Team	Mary Parker	
Event Team	Jeri Lou Maus	
Event Team	Mike Maus	
Event Team:Brochure	Judy Denison	
Marketing Chair	VACANT	
Marketing Consultant	Jim Smith	Advise on marketing
Marketing Consultant	Lisa Voncino	Advise on marketing
Publicity:		
Publicity Consultant	Erich Kirshner	Advise on publicity and public relations
Media Chair	Martha Glaser	All choirs, voice classes: Coordinate publicity including articles & calendar
Press Release Writer	Martha Glaser	All choirs, voice classes: Write press releases
Feature Articles	Martha Glaser	Expedite feature articles about recruiting, directors, etc.
Calendar	Martha Glaser	All choirs: Write and send calendar releases to papers
Media Web Pages	Martha Glaser	YourHub.com, AmericanTowns.com, mymilehighnews.com
TV/Radio	Kenneth Guimond	Arrange TV/radio features
Flyer Design	Nancy Kreienkamp	Design choir publicity flyers
Distribution:		
Distribution chair	VACANT	Distribute choir publicity flyers (e.g. Miners Alley, GCA) recruitment flyers (summer concerts); concert posters
Distribution Committee	Cindy Avram(Arvada)	Distribute publicity
Distribution Committee	Heather Gutherless	Distribute publicity
Distribution Committee	Peggy Black	Distribute publicity
Distribution Committee	David Bell	Distribute publicity
Distribution Committee	Pat Schrodt	Distribute publicity
Recruitment flyers	Judy Denison	Design/distribute recruitment flyers
Program Ads:		
Program Ads Chair	Gary Dyer	All choirs, in summer: Contact potential advertisers; create and mail letters to potential advertisers; keep advertiser database
Program Ads Research	Loretta Huff	Check on current ad rates
Program Ads Email	Loretta Huff	Email prospects
Program Ads Receive	Julie Crouse	Accept ads, enter in database
Program Ads Phone	Pat Schrodt	Phone followup potential advertisers
Program Ads Phone	Jackie Evans	Phone followup potential advertisers

Concert Programs:		
Program Notes:		All choirs; deliver to Program Honcho
Program Notes GCC	David Bell	GCC: Create notes for concert program
Graphics Chair	Nancy Kreienkamp	All choirs: Design graphics for posters, postcards, tickets, CD's, ads
Photographer	Harry Olsson	All choirs: Photograph choirs; provide photos for programs & advertising
Proof, edit	Judy Denison	Proofreading, light editing
Concert Honcho	Sharon Friedman	Oversee concert necessities: Time line/deadlines for publicity/programs Numbers of tickets, programs, and costs Work with graphics artists Make sure information is complete Ensure photos are taken and delivered to graphics & Program Honcho on a timely basis
Concert Manager	Marvin Baker	Manage all concert logistics
Reports to Concert Mgr:		
Concert Assistant		Assist Concert Manager
Pre-Concert Crew	Gary Dyer	Move stuff before final rehearsal & concert
Pre-Concert Crew		Move stuff before final rehearsal & concert
Pre-Concert Crew		Move stuff before final rehearsal & concert
Post-Concert Crew	Gary Dyer	Move stuff after final rehearsal & concert
Post-Concert Crew		Move stuff after final rehearsal & concert
Post-Concert Crew		Move stuff after final rehearsal & concert
Usher Recruiter	Judy Denison	Recruit and organize ushers
Reception Chair	Linda Driggers	Buy supplies for reception; request cookies from members; manage helpers; arrange for coffee if needed
Coffee hauler		Pick up & return coffee from Starbucks
Reception Prep		(GCC-nonsinger): Prepare & set out refreshments
Reports to Treasurer:		
Ticket Distribution	VACANT	GCC: Organize ticket pre-sales