

Detailed Duties of Executive Positions and Leads (May 2026)

The Secretary:

- takes Minutes of meetings and sends drafts to executive members in a timely manner. Includes brief summary of reports from other members of the executive.
- keeps permanent record of all meeting minutes for archive. Shares final Minutes with the Treasurer who also keeps a permanent record.
- drafts letters to outside persons or groups as required. Shares communications received from outside persons or groups.

The Treasurer:

- receives funds, makes bank deposits and issues receipts, receives invoices/proof of payment and issues cheques, and provides detailed monthly reports regarding transactions to the Executive.
- develops operational budgets, projecting revenues and expenditures for each concert season.
- oversees Choir investments, maintaining records of interest earned and withdrawals made.
- maintains required accounting records, prepares Choir Year End Financial Statements and prepares/submits annual reports to the Canada Revenue Agency Charities Directorate.
- preserves accounting records and source documents as prescribed by CRA.

All Leads work in collaboration and under the direction of the BCC Executive

Section Lead

- serves as first line of contact between a choir member & the executive and artistic director
- liaises with the Membership Lead
- arranges sectional practices
- communicates with absent members and are informed of members' concerns

Concert Ticket Lead

- designs and prints tickets.
- sets expectations for choir members,
- tracks distribution of ticket envelopes, tickets sold/returned, and monies received.

- ensures prompt auditing and deposit of funds from choir member ticket sales each week and from online and at the door sales.
- prepares Front of House materials and tables - for online and pre-paid tickets for pick-up and for at the door sales.

Fund-Raising Lead

- determines a strategy for choir fund-raising, including methods for approaching funding agencies, corporate donors, professionals, community organizations and members of the public.
- works with the Publicity Lead to promote the choir spring campaign.
- works closely with the Treasurer to ensure that all donations are deposited and that donors receive receipts promptly.
- maintains a master file of all donors within donation categories and provides same for concert programs.

Music Librarian

- assigns music numbers to each choir member
- counts and files new music
- distributes numbered music to choir
- tracks distribution of music to choir members
- maintains and updates music inventory in spreadsheet
- counts and files returned music
- returns rented music to source

Membership Lead

- maintains the member master list
- takes rehearsal attendance
- liaises with officers, section reps, and other portfolio holders to ensure that the member listing is kept up-to-date for all files
- distributes (or creates as needed) communication to the choir members.

Publicity Lead

The Publicity Portfolio is responsible for promoting & publicizing the Choir.

This includes sessional start-ups, concerts, fund-raising activities and anything deemed promotional by the executive.

Responsibilities are divided into two categories:

Distribution:

- distributes digital and/or hard copies of the advertising posters to choir members, local businesses & websites, churches and media outlets
- Arranges for additional interviews, news releases, etc. with media
- Submits all publicity to the Archivist after each concert/event

Design:

- Creates/Selects a primary graphic for each concert/event suitable for the tickets
- Creates advertising posters & handouts for each concert/event

Site Admin – SiteAdmin@BrockvilleChoir.ca

- oversees the design and site map of the website
- manages maintenance and updating of the public content for the choir website in collaboration with portfolio leads.
- maintains, develops and updates the members only content for the choir website including: announcements, calendar, practice schedules, practice audio and practice video links
- oversees the generation of practice materials, support media and instructional aids for members' use

Workspace Admin - BCCadmin@BrockvilleChoir.ca

- oversees and manages the choir's Google Workspace for Non-Profits for the benefit of the Choir Executive
- manages Executive members' email profiles
- organizes documents and resources for Executive use in the shared Google Drive
- support the Exec on usage of Google Mail, Docs and links to admin resources