

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	Choir Director	COMMITTEE #:	210
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	July 2, 2011		

RESPONSIBILITY:

Assembles, rehearses and directs a choir for participation in religious services and other programs as scheduled. Locates a pianist and/or organist to accompany the choir and play for the Interdenominational Service. Selects and orders the necessary choir music.

COORDINATE WITH:

Religious Services Coordinator, Rally Manager, Band Director, Sign Shop, Property Logistics, Stage Manager, Audio/Visual Coordinator – Main Stage, Blue Beret Editor

SPACE ARRANGEMENT:

Rehearsal space and time arranged with Rally Manager. Need 30' by 40' space for rehearsal preferably at the rally site. Space should be in same building as the Band rehearsal space so that the piano does not have to be moved between buildings. Also, needs to be away from other activities to eliminate noise interference.

EQUIPMENT NEEDED:

Piano and/or organ, 2 6' long tables, chairs, sound system from A/V Coordinator – Main Stage for performance and church service, risers if available. Music stands, folders, and director's platform (if kept from previous year) from Property Logistics.

SUPPLIES NEEDED:

Music for choir and additional folders or replacement if necessary.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Recruit choir members through an announcement in the Blue Beret.
2. Place a "Choir Information" sheet on the information and sign-up tables at Check In to recruit members as they arrive at the rally.
3. Coordinate selection of music and performance schedule with the Religious Services Coordinator. Music generally needed is an introit or opening, an anthem for special music time in the service, an anthem for offertory and a closing. A call to prayer and/or prayer response may be requested.
4. Coordinate acquisition of piano with 1st Vice President.
5. If performing with band, coordinate with band director for music and rehearsal times.
6. Obtain approval from Headquarters before ordering music. Be sure to keep all receipts so that you can be reimbursed. Pay strict attention to copyright laws regarding duplication of music by obtaining permission from music publishers.
7. Schedule rehearsal times and locations with the Rally Manager as far in advance of the rally as possible.
8. Obtain folders, music stand, etc. from Property Logistics. Replace folders if needed. After use, return all properties to Property Logistics.
9. Requisition needed supplies and services through the Executive Committee members.

10. Obtain and post signs announcing rehearsal schedule on bulletin board at rally. A sign may also be placed outside the rehearsal room door.
11. If rehearsal times and places are not in the rally program, submit Article for Rally Newsletter.