

## **VICE PRESIDENT**

### **VOLUNTEER JOB DESCRIPTION**

#### **General Responsibilities**

The Vice President 1) performs the duties of the President if the latter is absent or incapacitated and 2) is responsible for the successful presentation of the shows performed by the Club.

#### **Skills & Experience**

- Leadership skills with team attitude.
- Able to recruit and tactfully communicate with people.
- Able to organize and ensure the accomplishment of tasks and other details.
- Familiar with Club bylaws, procedures and policies.
- Familiar with Roberts Rules of Order and able to chair meetings.
- Eligible for bonding (if deemed necessary by board).

#### **Accountability**

Elected by and reports to General Membership of the Westernaires Chorus (Club) for 12 months, effective January 1.

#### **Limitations**

- Authorized to act within policies approved by Board of Directors and avoids interpreting such for self-interest.
- Refrains from speaking for corporation unless designated in advance.
- Unauthorized to incur corporate financial obligations without prior approval of President.

#### **Guides**

##### **Show Planning & Preparation:**

A. Confirm assignments and secure commitments from these (and other) paid and volunteer behind-the-scenes show personnel at least three (3) months and again at least one (1) month prior to each show or show series, such to include:

1. Sound and Lighting
2. House Manager
3. Stage Manager(s)
4. Ticket Sales
5. Ushers
6. Programs Design and Printing
7. Stage Crew
8. Stage Decorations
9. Acknowledgements. At the conclusion of a show or show series, 'thank you' notes are typically sent to all non-member volunteers, businesses that contributed decorations or other materials and services, etc.

B. Time Table:

1. Confirm assignments and secure commitments from paid and volunteer behind-the-scenes show personnel at least three (3) months prior to each show or show series.
2. Confirm design, cost, production, and delivery of printed show programs at least two (2) months prior to each show or show series. Personally proof the final draft to ensure inclusion of applicable Club personnel, sponsors, show theme, dates, times, etc.

3. Confirm that Stage Manager, House Manager, and sound and lighting coordinator and technicians will attend on-stage rehearsals. Provide dates, times and special concerns at least one (1) month prior to show or show series.
4. Provide a letter addressed to the Home Depot-Surprise store at least two (2) months before the Winter show series requesting a donation of poinsettias for the stage. Acknowledge this donation in the printed program and send a 'thank you' note after the last show.
5. Reconfirm assignments and secure commitments from all paid and volunteer personnel at least one (1) month prior to each show or show series.
6. File a ticket and a printed program for each show or show series in the Vice President binder for archival purposes.
7. Assist the Club director during on-stage rehearsals and shows to ensure all paid and volunteer personnel are performing their duties and that all materials are available.

**C. Stage Risers & Shells:**

1. Stage risers are stored in back of the RHJ Lecture Hall.
2. Stage shells are stored in the Stardust Theater Back 40.
3. Ensure that the Club President completes and submits a CR-14 to the Recreation Centers at least six (6) months in advance to deliver the risers to the stage (prior to the first on-stage rehearsal) and return them to the RHJ Lecture Hall (typically initiated when Club submits annual calendar by May 15 of prior year).

**D. Week of Concert:**

1. Ensure the stage is set up and decorated on either the Saturday or Monday morning before the first show as scheduled by the Club President. The stage must be decorated before 1:00p on Wednesday and poinsettias added on Thursday.
2. Ensure microphones are functional and available during on-stage rehearsals.
3. Ensure sound and lighting are adjusted as desired during and following on-stage rehearsals.

**E. Security:**

1. Lock "Back 40" door during concerts to ensure that theater, Club, and personal items are secure.
2. Recruit a volunteer to check bathrooms and other theater areas before locking the theater or, if necessary, check with Kuentz Center monitor, (623) 544-6561 (courtesy phones are now programmed with location after dialing "9").

**F. Transfer an updated job description to his or her successor.**