

Chair, Compact Disc Committee

Summary of Job Responsibilities:

This position supervises the reproduction, sale, and distribution of all concert CD's. These are available to members only.

Duties/Tasks:

- Coordinate with sound engineer to record concerts.
- Circulate a sign-up sheet for members to order CD's and collect fee.
- Hand off receipts to the treasurer for deposit.
- Pick up CD's and distribute to members.

Helpful Skills:

This position requires organizational skills, verbal communication skills, and a joyful attention to detail.

Time Commitment:

Most of the time needed to handle this job is spent in the weeks just before the concert. Distribution of the CDs takes place at the start of the spring semester or the banquet at the end of spring semester.

Appointed Position:

The president appoints this position.