

Grace Notes President

Summary of Job Responsibilities:

The Grace Notes president is the organizational leader of the WCS small ensemble.

Duties/Tasks:

- Represent Grace Notes to the WCS board and attend two-hour bi-monthly board meetings.
- Facilitate communication between Grace Notes conductor/accompanist and ensemble members and the WCS board.
- Work closely with the Grace Notes conductor/accompanist to assure communication and to set the schedule (time, date, place) for rehearsals and gigs.
- Communicate the schedule to the gig finder and the members of the ensemble.
- Identify roles and tasks, such as music librarian, secretary, treasurer, gig coordinator, and gig finder, as well as help identify members to fill those roles.
- Oversee roles, such as gig finder and coordinator, to assure that necessary tasks are completed and communicated.
- Assist with recruiting members to Grace Notes from the larger Women's Choral Society membership and with supporting member's participation.
- Participate as a member of the small ensemble.

Helpful Skills:

The Grace Notes president should possess written and verbal communication skills and be comfortable in a leadership position. Communication may occur by e-mail, phone, and in person at rehearsals and gigs. Organizational skills are necessary to assure the smooth running of the group.

Time Commitment:

The time commitment will vary from week to week. About four hours is needed before the beginning of the fall semester to set the schedule with the conductor/accompanist and arrange for a practice location. During the semester, September–May, the time commitment is generally one or two hours per week. In addition, rehearsal, gig, and board meetings add up to four hours or less some weeks and no hours on other weeks.

Elected Position:

Elected annually by Grace Notes members.