

Section Leader

Summary of Job Responsibilities:

Section leaders help to centralize communications for those on one voice part, answer questions, support, and serve as a point of contact for that section.

Duties/Tasks:

- Welcome new members, answer questions, cheer on progress, identify talents and interests among members, and delegate tasks as needed.
- Take attendance and notify members of any pertinent information.
- Facilitate sectional rehearsals.
- Assist the music librarian if necessary.
- Serve on the Nominating Committee.
- Provide current section list to marketing director for concert program.

Helpful Skills:

This position uses basic computer skills, as well as good verbal and written communication skills. A helpful skill is the ability to keep the big picture in perspective while not losing track of detail and to not take oneself too seriously.

Time Commitment:

This varies but is rarely more than one hour per week, except at the beginning of a semester and when arranging sectionals.

Appointed Position:

This position is appointed by the president.