

Cheyenne ChamberSingers Executive Director Responsibilities

Board meetings and support

- Attend all board of director meetings and annual meeting.
- Make up and distribute new board member and new singer packets to include bylaws, contact lists, terms.
- Compile and maintain directories of singers and board members. Distribute to board members and singers.

Grants:

- Prepare annual grant for Wyoming Arts Council. Prepare final reports.
- Prepare all grant applications and proposals and do the follow-up paperwork.

Donors

- Prepare annual solicitation mailing: design and write copy for brochures, develop and mail solicitation letters to all names on mailing list early fall, at least 6 weeks before 1st concert.
- Mail 501c3 letters to all donors over \$250/year.
- Letter to all contributors regardless of amount with written acknowledgement.
- Compile and maintain database of donors for programs, future mailings and director.

Concerts

- Organize, print, distribute, make arrangements for and supervise ticket sales and seating for each concert.
- Arrange for design and printing of all programs. Write copy for program.
- Assist Music Director and Assistant Music Director in making arrangements for instrumentalists: availability, rehearsal and performance schedules, fees, and payment.
- Arrange payment of accompanists and instrumentalists/soloists at the time of each concert.
- Maintain file for and work with President during the summer months to get contracts from regular contract employees. (Director, Asst Director, Accompanists, and Executive Director.)
- Work with President to prepare meeting agenda for board meetings.
- Maintain and manage clothing inventory.

Office

- Maintain mailing and donor lists.
- File ASCAP and annual reports to Secretary of State.
- Pay all bills, manage the checkbook, reconcile to bank statement.
- Check voice mail and keep track of reservations and ticket sales.
- Coordinate and direct the design, printing, and mailing of yearly brochure, late August early September.
- Pick up mail at P.O. Box, distribute, and do all bulk mailings.
- Manage bill payments and checkbook. Coordinate with Treasurer on reconciliation.
- Prepare all mailings.
- Assist in preparation of annual budget for board.
- Maintain stationery inventory.
- Shall keep in his or her possession copies of the minutes of all meetings of the Corporation, the Bylaws and their amendments, a current list of Members, the addresses of each, pertinent fiscal data, and other materials important to the history and operation of the Corporation.