



PCS Policy Statement, Rev. September 2024

1. Statement of Purpose and Goals of Palouse Choral Society

The Palouse Choral Society, then doing business as the Idaho Washington Concert Chorale, was incorporated in 2000 as a non-profit organization with 501(3)(c) tax-exempt status. The Palouse Choral Society consists of the Chorale, Chamber Choir, Children's Choir and the organization's Board of Directors.

Mission Statement. Celebrating choral music through masterful performances, educational outreach and cultural enrichment.

2. Auditions

A. General Auditions

1. New member auditions will be held prior to the first rehearsal of each semester, or at the Artistic Director's discretion. A committee of the four section leaders and the current Artistic Director will conduct auditions.
2. Interested persons will be given an audition time during which they may be expected to do any or all of the following:
 - a. fill out an information sheet
 - b. sing a familiar song such as America (My Country, 'Tis of Thee)
 - c. sing scales as requested by the committee
 - d. sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
 - e. sight sing an excerpt provided to them
 - f. sing a selection with a section leader from each section (minus their own)
 - g. answer any questions regarding their choral/vocal background the committee may ask
3. Once the audition is completed, they may be asked to wait for a decision or told they will receive an email. If rehearsals begin on the same night as auditions, those asked to join may be invited to attend rehearsal that evening.

B. Re-Auditioning

1. Singers who do not sing for more than two consecutive semesters must re-audition for membership.
2. Any member may be re-auditioned at any time by the Artistic Director to determine voice part placement or for vocal coaching suggestions.

C. Chamber Choir Auditions

1. Chamber Choir is a small ensemble of currently active members. This group gives qualified singers the opportunity to perform repertoire appropriate for a chamber vocal ensemble. The Chamber Choir may supplement the full chorale repertoire in any given concert. It may also perform a concert apart from the full chorale. How the Chamber Choir is used and the number of members it comprises in any given season will be determined by the Artistic Director and the Executive Committee and dictated by the repertoire chosen for that season.

2. Auditions for Chamber Choir will be held prior to the first rehearsal of each year. A committee of the four section leaders and the current Artistic Director will hear auditions. The section leaders may share their impressions with the Artistic & Music Director. However, it is the sole responsibility of the Artistic & Music Director to select the Chamber Choir members.
3. Interested persons will be given an audition time during which they may be expected to do any or all of the following:
 - a. fill out an information sheet
 - b. sing a familiar song such as America (My Country, 'Tis of Thee)
 - c. sing scales as requested by the committee
 - d. sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
 - e. sight sing an excerpt provided to them
 - f. sing a selection with a section leader from each section (minus their own)
 - g. answer any questions regarding their choral/vocal background the committee may ask
4. Once the audition is completed, the person may be asked to wait for a decision or told that they will receive an email. If rehearsals begin on the same night as auditions, those asked to join may be invited to attend rehearsal that evening

3. General Policy

A. Concert Attire/Dress Code

1. The dress code for Palouse Choral Society Performances shall be what is referred to as "Concert Black" (unless otherwise stated) and consists of the following guidance:
 - a. Attire should be professional in nature and be solid black from elbows to neckline to ankles (no designs or overt patterns, see-through fabrics, or sheer fabrics).
 - b. Black dress shirts or blouses (with black buttons)
 - c. Black dress pants or skirts (skirt length is floor length; existing PCS skirts are ok)
 - d. Black close-toed dress shoes
 - e. Black socks/black opaque stockings/tights/black leggings under the pants or skirt.
 - f. Black suit jackets and/or ties are optional
 - g. Shoulders should be covered; sleeves $\frac{3}{4}$ -length or full-length
 - h. Gowns and tuxedos may be suitable for the opera, but truly formal attire is not expected for the PCS
 - i. If you'd wear it to the gym or to lounge in, then it's not appropriate for the stage
 - j. There may be occasions when holiday adornments are worn; such occasions will be discussed with the Artistic Director at the appropriate time
2. Jewelry:
 - a. It is important to recognize that jewelry can be a part of one's gender identity expression or cultural expression while also acknowledging that jewelry can potentially reflect the lights under which the musicians perform thus creating sensory issues for audience members and/or fellow musicians.
 - b. Any jewelry worn should be understated and minimal to the extent possible.
3. Scents:
 - a. A scent-free environment is necessary for the well-being of fellow musicians and audience members alike and we ask that individuals refrain from wearing fragrances, scented hair spray, colognes, perfumes, scented body oils, or other scents (regular deodorant is fine)
4. Hair & face:
 - a. To facilitate clear eye contact with the conductor, please keep hair styled so that it is out of the face. Should mask wearing be required at concert time, all musicians are asked to wear black KN95 or N95 masks.

B. Music

1. Each Choral Society member will be issued a numbered copy of the music being sung in a given concert.
 - a. Choral Society members are wholly responsible for all Palouse Choral Society music issued to them over the course of the season. This responsibility includes:
 - i. Returning music in the same condition as when issued.
 - ii. Marks should be made in pencil only.
 - iii. There should be no highlighting on the copies issued to Choral Society members.
 - iv. Music should be returned as "clean" as possible—leave musical markings and

erase editorial comments.

- b. Failure to return music at the end of the season will result in a forfeiture of singing privileges until appropriate compensation for said music is received.

C. Donations

1. PCS is not a organization that requires dues. However, PCS relies on generous donations for the many expenses that are not covered by ticket sales. Donations can be made by members at any time within Zeffy.com.
 - a. Please feel free to change the suggested tip amount from 17% to 0%.
2. The suggested donation amount is \$100.00 per semester

D. Member Ticket Prices

1. \$15.00 per person for each concert up until the 2nd dress rehearsal for that concert.

4. Attendance

A. Absences from Rehearsals, Dress Rehearsals, and Concerts

1. Regular attendance is pivotal to our success as a choir. Please plan to be at every rehearsal. If you miss more than two rehearsals for any concert, you may be removed from the roster for that performance and welcomed back for the next concert. Any exceptions should be discussed with the artistic director and your section leader.
2. If you need to miss rehearsal for a planned absence like a conference, please complete the attendance notification form as soon as you know you will be absent, even if this is months in advance.
3. If you will miss rehearsal for contagious illness, please fill out the attendance notification form as soon as possible. Your communication will help the musical leadership plan better.
4. Attendance at dress rehearsals is required. Please plan to attend each dress rehearsal as we have limited time in our performance spaces to adjust for spacing and acoustic needs.
5. When you do miss a rehearsal, please keep yourself prepared by reviewing music at home, getting notations from another member of the choir or your section leader, and using rehearsal recordings and other aids provided to you.

B. Leave of Absence

1. A member of the chorale may take a leave of absence for a specified period of time (up to three consecutive semesters) without affecting his/her membership status. If a member takes more than three consecutive semesters off, they will need to re-audition.
2. A member who plans to take more than three consecutive semesters off needs to notify their section leader as soon as possible.

5. Communication Guidelines

1. All members of the Palouse Choral Society care about the well being of the Choral Society and about striving for excellence in performance. Therefore, when differences of opinion arise, remember that we share common goals, and please refer to the following guidelines:
 - a. phrase and address general concerns with a Chorale Representative initially,
 - b. if you are uncomfortable communicating specific concerns to an individual on your own, speak with your Chorale Representative.
 - c. speak only for yourself and only from your own experience.
 - d. when disagreements arise, attack the problem, not the person.

6. PCS Expectations

A. Of Choral Society members:

1. To commit to the full season, unless otherwise arranged with section leader and/or Artistic Director
2. To attend all rehearsals, unless extenuating circumstances preclude that and absence is communicated via the absence form or arrangement with the section leader in advance
3. To donate to the PCS
4. To be punctual
5. To be prepared for all rehearsals and performances (as defined by Artistic and Music Director)
6. To keep attention on Artistic Director during rehearsals and performances
7. To adhere to performance dress code
8. To share in the responsibility of making PCS a viable organization: either by volunteering on a committee, assuming an office or chair position, selling ads, selling tickets, raising funds, contributing financially, etc.
9. To communicate issues of concern in a professional manner with a Section Leader or Chorale Representative
10. To follow communication guidelines

B. Of Choral Society members auditioning for solos:

1. To be performance-ready at the time of auditions
2. To work within the audition parameters as outlined by the Artistic Director
3. To gain clarification on expectations/guidelines before auditions

C. Of PCS Officers

1. To fulfill duties as outlined in Section 7 below.

D. Of PCS Board Members

1. To fulfill the written job description in Section 8 below (see section IX, "Non-Officer Board Member Descriptions and Responsibilities")
2. To treat personnel issues and sensitive information regarding individual Choral Society members as confidential until information is ready to disseminate to members.
3. To follow communication guidelines

E. Of Choral Society members volunteering for any PCS position or activity

1. To fulfill duties of the written job description when provided if not specifically addressed in Sections 9 or 10 below.
2. To fulfill the commitments the member made by volunteering including, but not limited to:
 - a) To the best of his/her ability
 - b) In a professional manner
 - c) In a timely manner

F. Of Artistic Director/Children's Choir Director:

1. To meet duties as outlined in contract/job description (see separate "Position Description" documents and contract)
2. To attend all rehearsals and performances
3. To be punctual
4. To be prepared for all rehearsals and performances
5. To use rehearsal time efficiently
6. To communicate on a regular basis with Rehearsal Accompanist
7. To arrange for a substitute when absence is unavoidable
8. To clearly communicate solo audition expectations
9. To maximize the use of Choral Society members' time (e.g.: strategize sectionals to minimize

wait time)

10. To exercise sound judgment when holding solo auditions (hold at a separate time or within rehearsal, depending on needs)

11. To employ positive feedback, praise, and constructive guidance when appropriate

12. To conduct oneself in a professional manner during rehearsals and performances

13. To communicate issues of concern in a professional manner

14. To follow communication guidelines

G. Of Accompanists:

1. To attend all rehearsals and performances

2. To be punctual

3. To be prepared for all rehearsals and performances (practicing outside of rehearsal)

4. To arrange for a substitute when absence is necessary

5. To arrange for substitute to have music in advance

6. To work with soloists/instrumentalists/run sectionals when necessary

7. To communicate on a regular basis with Artistic and Music Director/Children's Choir Director

8. To conduct oneself in a professional manner during rehearsals and performances

9. To communicate issues of concern in a professional manner

10. To follow communication guidelines

H. Of Outside Musicians:

1. To be performance ready at the time of auditions (when auditions are required)

2. To attend all rehearsals and performances

3. To be punctual

4. To be prepared for all rehearsals and performances (practicing outside of rehearsal)

5. To work within the audition/rehearsal parameters as outlined by the Artistic and Music Director

6. To gain clarification on expectations/guidelines before auditions

7. To communicate issues of concern in a professional manner

I. Of the Administrative Coordinator

1. To fulfill duties as outlined in Section 11 below and the Administrative Coordinator Detailed Position Description (separate document).

7. PCS Board Of Directors - Officers' Duties and Responsibilities

A. Choral Society Officers

The officers of the Palouse Choral Society shall consist of a President, Vice President, Secretary, and a Treasurer. Choral Society officers shall be elected at the Annual Meeting of the Choral Society and shall serve their term of two years commencing on July 1. Officers may be elected to serve more than one term.

The president-elect and treasurer-elect may be elected as non-voting executive committee and board members at the Annual meeting of the Choral Society at the start of the final year of the president and treasurer's final terms. The president-elect shall assume the position of president at the end of the current president's term. The treasurer-elect shall assume the position of treasurer at the end of the current treasurer's term.

1. **The President** is a volunteer that serves as a link between the Choral Society membership and the Choral Society Board of Directors. They will be a member of the Choral Society. They will serve as a member of the Choral Society Executive Committee and Board of Directors. Their responsibilities will include but are not limited to the following:
 - a. chair Board of Directors and Executive Committee meetings,
 - b. communicate any concerns raised by the Choral Society membership to the Board of Directors,
 - c. communicate announcements, reminders, policy, etc., to the Choral Society membership,
 - d. facilitate Choral Society membership meetings,
 - e. act as liaison between working committees and the larger Board, and with the

- membership, meeting with committees and individuals as required,
- f. arrange for auditing the Choral Society's records when required or recommended,
- g. together with the Treasurer and members of the Budget Committee, prepare the annual budget for the Choral Society,
- h. appoint other non-elected positions within the Choral Society after consultation with other members of the Executive Committee,
- i. coordinate an annual performance review of the Artistic Director and the Administrative Coordinator with input from the Board of Directors, Executive Committee, and the Choral Society Membership,
- j. other items that may fall to leadership and need attention.

2. **The President-elect** is a volunteer who serves alongside and shadows the President during the final year of the President's final term for the purpose of learning about service on the board of the directors and how the President position functions on the board and within the organization. Responsibilities include:
 - a. participate in the President responsibilities, initially as an observer, transitioning to a more active/leading role by the end of the President's term.
 - b. read archived documents to gain some historical knowledge and perspective.
 - c. take notes, ask questions, and engage in other preparatory activities.

3. **The Vice President** is a volunteer who shall serve as a member of the Choral Society Executive Committee and the Board of Directors. They will be a member of the Choral Society. Their responsibilities will include but are not limited to the following:
 - a. in the absence of the President, communicate announcements, reminders, policy, etc., to the Choral Society membership,
 - b. in the absence of the President, facilitate Choral Society membership meetings,
 - c. in the absence of the President, Chair Board of Directors and Executive Committee meetings,
 - d. other duties as assigned/requested.

4. **The Secretary** is a volunteer who shall serve as a member of the Choral Society Executive Committee and Board of Directors. They will be a member of the Choral Society. Their responsibilities will include but are not limited to the following:
 - a. record, prepare, and disseminate the minutes of Executive Committee meetings, Board of Directors meetings, and Choral Society membership meetings; to be sent out to exec/board members within one week of meeting, for input,
 - b. generate a "to-do" list after each meeting; to be sent within one week after meeting and sent out again two weeks before next meeting,
 - c. provide (electronically) minutes to Choral Society members, once approved,
 - d. prepare and mail routine correspondence on behalf of the Choral Society as needed;
 - e. generate thank-you letters; acquire appropriate signatures and mail letters to donors if requested;
 - f. assist Administrative Coordinator with compiling data from Choral Society membership surveys as needed;
 - g. coordinate with and assist the Database Manager;
 - h. have a working knowledge of Word and Excel;
 - i. obtain current Choral Society member contact info from the database manager, compile into a printed roster and disseminate to Choral Society employees/volunteers upon request;
 - j. keep updated and provide the Board of Directors with a current board member roster;
 - k. assist the President and Administrative Coordinator with maintaining and file legal organizational documents such as those required for Incorporation and non-profit status;
 - l. other duties as assigned/requested.

5. **The Treasurer** is a volunteer who shall serve as a member of the Choral Society Executive Committee and Board of Directors. They will be a member of the Choral Society. Their responsibilities will include but are not limited to the following:
 - a. maintain an accurate accounting of donations made to the Choral Society, issuing appropriate receipts, and providing a list of donors to the Database Manager, President, Administrative Coordinator,, and Marketing Committee Coordinator.
 - b. make deposits and pay bills in a timely fashion and keep accurate and complete records of all monetary transactions;
 - c. prepare and issue paychecks to paid personnel and hired musicians at each concert;
 - d. coordinate with the accountant to pay monthly payroll taxes electronically using the Electronic Federal Taxpayer System (EFTPS); file quarterly (Jan, Apr, Jul, Oct) payroll tax reports by mail using IRS Form 941.
 - e. coordinate with the accountant to file appropriate Federal 1099 forms electronically in January,, and file quarterly reports to Washington State Employment Security and Labor and Industries;
 - f. coordinate with the accountant to file annually (Nov 15) IRS FY Income Tax Return 990EZ for tax-exempt organizations;
 - g. coordinate with the accountant to maintain cumulative records (Excel file) of major donors for IRS reporting purposes (990EZ, Schedules A & B);
 - h. coordinate invoicing and receipt of program advertisement sales with the Advertising Sales Manager;
 - i. be responsible for maintaining cash boxes with adequate change for box office sales of tickets and other items;
 - j. purchase and manage investments, such as Certificates of Deposit and Innovia Endowment;
 - k. maintain accurate and up-to-date electronic and paper records of all financial receipts and expenditures;
 - l. be prepared for an audit of the Choral Society financial records at all times;
 - m. together with the Budget Committee, prepare the annual budget for the Choral Society;
 - n. make semi-annual financial reports to the membership;
 - o. provide a verbal, and when requested, written financial report to the Executive Committee and Board of Directors during meetings;
 - p. make financial recommendations to the Executive Committee and Board of Directors when appropriate;
 - q. attend and participate in Executive Committee and Board of Directors meetings;
 - r. other duties as assigned/requested.

6. **The Treasurer-elect** is a volunteer who serves alongside and shadows the Treasurer during the final year of the Treasurer’s final term for the purpose of learning about service on the board of the directors and how the Treasurer position functions on the board and within the organization. Responsibilities include:
 - a. participate in the Treasurer responsibilities, initially as an observer, transitioning to a more active/leading role by the end of the Treasurer’s term.
 - b. read archived documents to gain some historical knowledge and perspective.
 - c. take notes, ask questions, and engage in other preparatory activities.

8. PCS Board of Directors - Non-Officer Board Member Duties and Responsibilities

A. Descriptions

1. There are three types of non-officer board member positions, Chorale Representative , Community Board Member, and Children’s Choir Representative. All types hold two-year terms.
2. There are two Community Representative positions. All members who hold these positions

- are elected from the community and are not singing members of the Choral Society.
3. There are four Chorale Representative Board Member positions. All members holding these positions must be current, active, singing members of the Choral Society.
 4. There is one Children's Choir Representative position. This individual may be, but does not need to be, a Choral Society Member.
 5. With the four Officer positions bringing the total of board members elected from the Choral Society membership to eight, the Choral Society representatives hold the majority.

B. Responsibilities

1. Community Representative Board Members

- a) Attend and participate in regular Board of Directors meetings and attend the Annual Meeting of the Society as well as participate in other meetings as may be called to address more immediate concerns.
- b) Represent the community perspective as it may impact the Choral Society and offer his/her own area of expertise as may be beneficial to the Choral Society.
- c) Assist the Executive Committee in making governing decisions including, but not limited to, annual budget approval, salary for the Artistic and Music Director and accompanist, planning the future seasons, hiring/firing of paid persons.
- d) Serve on a committee created for a short term goal.
- e) Serve the Corporation in good faith and in a manner reasonably believed to be in the best interest of the Corporation and with such care as an ordinarily prudent person in a like position would use under similar circumstances.
- f) In addition to the above responsibilities, the Community Board Member will take on additional responsibilities to benefit the Palouse Choral Society. Such responsibilities are determined in consultation with the President and Administrative Coordinator based on the needs of PCS. These responsibilities may include fundraising and donor development, grant development and follow up; event coordination; marketing-related projects; and coordination of concert details or other projects. Involvement in these projects requires meeting deadline commitments, working closely with the Administrative Coordinator and other Board Members, providing appropriate follow up, and reporting to the Board. Key responsibilities include, but are not limited to the following:
 - (1) Provide the Board with an overall project plan (goals, budget, timeline, as needed).
 - (2) When appropriate, work with the Board to establish 2-3 year goals.
 - (3) Work with Board Members as a committee or taskforce to complete responsibilities.
 - (4) Provide a report to the Board of the project's outcomes and make recommendations for further projects. Provide the Board with information/records for future use.

2. Chorale Representative Board Members

- a) Participate in regular Board of Directors meetings (quarterly);
- b) Attend the Annual Meeting of the Choral Society (typically the Monday after the final concert of the season);
- c) Participate in other meetings as may be called to address more immediate concerns;
- d) Represent the interests of the membership body as they may impact PCS;
- e) Offer his/her area of expertise as may be beneficial to PCS;
- f) Assist the Executive Committee in making governing decisions including, but not limited to annual budget approval, salary for the Artistic and Music Director and accompanist, planning the future seasons, hiring/firing of paid persons;
- g) Serve on a committee created for a short term goal;
- h) Serve the corporation in good faith and in a manner reasonably believed to be in the best interest of the Corporation and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

3. Children's Choir Representative Board Member

- a) Participate in regular Board of Directors meetings (quarterly);
- b) Attend the Annual Meeting of the Choral Society (typically the Monday after the final concert of the season);
- c) Participate in other meetings as may be called to address more immediate concerns;
- d) Represent the interests of the membership body as they may impact PCS;
- e) Offer his/her area of expertise as may be beneficial to PCS;
- f) Assist the Executive Committee in making governing decisions including, but not limited to annual budget approval, salary for the Artistic and Music Director and accompanist, planning the future seasons, hiring/firing of paid persons;
- g) Serve on a committee created for a short term goal;
- h) Serve the corporation in good faith and in a manner reasonably believed to be in the best interest of the Corporation and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

9. PCS Section Leaders and Other Appointed Positions Duties and Responsibilities

A. Section Leaders/Representatives

The Artistic Director, with approval from the Executive Committee, shall appoint Section Leaders who shall serve as members of the General and Chamber Membership Audition Committee. Section Leaders shall serve as the conduit by which Choral Society members report absences from rehearsals and performances to the Artistic Director. Specific expectations:

1. To take attendance at each rehearsal;
2. To arrange for a substitute when an absence is necessary;
3. To arrange for sectionals when necessary and/or at the request of the Artistic and Music Director and/or section members;
4. To gauge readiness of members who have missed rehearsals or are otherwise struggling;
5. To inform and consult with the Music and Artistic Director regarding member readiness when necessary;
6. To keep an accurate and complete recording of all music markings;
7. To make markings available to members who have been absent;
8. To conduct Choral Society auditions and assist with chamber auditions;
9. To attend Executive Committee meetings upon invitation.

B. Other Appointed Positions.

The President may choose to appoint Choral Society members and others to the following positions. Under some circumstances, one person may be responsible for more than one position. A person in an appointed position may also be asked to report to the Executive Committee and/or attend Executive Committee meetings.

1. **The Marketing Committee Coordinator**, in consultation with the Artistic Director, will oversee the Marketing Committee members, appointed by the President, to carry out all marketing tasks of the Choral Society. The Coordinator will work with the Administrative Coordinator to ensure that all marketing tasks are accounted for on the master checklist of concert preparation duties. The Marketing Committee Coordinator will preside over a Marketing Committee planning meeting at the beginning of each season and an assessment meeting at the conclusion of each season. Marketing budget recommendations will be submitted to the Budget Committee based on these assessments. The Coordinator will attend any Executive Committee and/or Board of Directors meetings as requested.

2. **The Box Office Manager** takes care of all ticket sales and is responsible for maintaining the database of season ticket purchasers, as well as selling and mailing individual concert tickets, and will work with the House Manager and Administrative Coordinator to determine the 'sold-out status' of any particular performance. The Manager or a designee will count the ticket stubs and coordinate with the Receipts Treasurer to reconcile the at-the-door sales with the money received at the door. The ticket and stub (attendance) information will be added to the PCS Sales and Attendance Database and sent to the Board after each concert.
3. **The House Manager** is responsible for arranging for ticket sellers, ticket takers, and ushers for each concert, the signs to be displayed in the lobby area, and coordinating ticket sales and WILL CALL envelopes at the door with the Box Office Manager.
4. **The Flower Coordinator** is responsible for getting flowers donated, picked up and distributed at concerts.
5. **The Music Librarian** will work with the Administrative Coordinator to prepare new music for distribution, maintaining accurate records of new music assigned, keeping accurate account of music returned, and making a good faith effort to get music that has not been returned.
6. **The Database Manager** will, using a specified software, maintain all contact information needed by PCS. Specifically:
 - a. membership, including current singers and current members;
 - b. donors and sponsors (individual and business), and patrons for season campaign and fundraising mailings and season ticket holders;
 - c. contact list for advertising purposes;
 - d. as requested, provide a current roster to Choral Society membership;
 - e. provide Choral Society leadership with mailing labels and/or electronic files of specified roster upon request.
7. **The Receipts Treasurer** is appointed by the President and works under the supervision of the Treasurer. Specific expectations:
 - a. collect, record, and deposit monies received, as requested by the Treasurer which includes, but is not limited to: donations, ad sales, season ticket and individual concert ticket sales, CD sales, music folder and fabric sales, fundraising receipts, and box office receipts;
 - b. provide Treasurer with deposit slip and deposit details (recording totals by account numbers established by Treasurer) for each deposit made;
 - c. provide Treasurer and Secretary with names, addresses, and amounts from donors.
9. **The Riser Crew Coordinator** will work with the Artistic Director and the Administrative Coordinator to determine when and where the risers will be needed for dress rehearsals and performances. The Coordinator will work with volunteers from within the Chorale and the communities to assure the safe delivery, assembly, disassembly, and storing of the risers and other stage equipment.

10. Choral Society Committees Duties and Responsibilities

These are considered leadership positions/functions of the Choral Society and, as such, are expected to serve as an example for the Choral Society membership as it relates to Choral Society policies, public relations, and goodwill for the organization.

A. Executive Committee

The Executive Committee consists of the Choral Society officers, Administrative Coordinator, and the Artistic and Music Director (Administrative Coordinator and Artistic and Music Director are non-voting members). Persons in other appointed positions may be invited to report to the Executive Committee during Executive Committee meetings. The Executive Committee is responsible for conducting the day-to-day business of the Palouse Choral Society including, but not limited to:

- a) rehearsal, performance and venue scheduling

- b) Budget and planning for the concert season, including season ticket sales and approval of the repertoire
- c) Planning and preparing for concerts, including program design approval, etc.
- d) Making recommendations on fundraising, additional concerts/venues, grant opportunities, etc.
- e) Appointing committee members
- f) Paying the bills
- g) Providing assistance as needed to the Artistic Director.

B. Ad Hoc Committees

Ad Hoc committees may be appointed by the Executive Committee as needed.

C. Marketing Committee

The Marketing Committee responsibilities include, but are not limited to, development of promotional materials for the Choral Society per se, as well as for concert seasons and specific concerts. These may include posters, print ads, press releases, interviews/articles, radio ads, facebook and other social media postings, online calendars, Chambers of Commerce and community newsletters. The Marketing Committee works to ensure that Marketing budget recommendations are prepared and submitted to the Budget Committee based on the assessment of the previous year's marketing efforts.

D. Website Committee

The Website Committee shall be composed of the Database Manager, Administrative Coordinator, and three other members who have expressed interest and been approved by the President and/or Administrative Coordinator. The responsibility of the committee is to securely maintain and update all areas of the Website, including the links to purchase tickets, pay dues, and make donations, in a timely manner. The aesthetics and continuity of the website design shall not be disrupted by updates. Any change to the website design must be approved by a majority vote of the committee and submitted to the Executive Committee for a vote.

E. Nominating Committee

Throughout the year, this committee works to determine the slate of officers to elect each year. They talk to each of the officers and Board members individually to determine whether they are willing to serve another term. They act as a conduit for other members to express their interest in being an officer, and they present the Choral Society membership with a slate of officers to elect at the Annual Meeting. The chair of this committee presides over the meeting during the election of officers and Board members. The nominating committee is appointed by the President, in consultation with the Board.

F. Budget Committee

Chaired by the Treasurer, this committee which may include the President, Executive Committee Members, a member at large from the Choral Society, the Marketing Committee Coordinator, and the Artistic and Music Director, develops the annual budget for approval by the Board of Directors.

G. Children's Choir Committee

The Children's Choir Committee includes the Children's Choir Director, Children's Choir Representative, Administrative Coordinator, and other Choral Society members who have expressed interest will write and update the Children's Choir Handbook as necessary. They will also help organize interviews of potential Children's Choir Directors, make recommendations to the Board, and assess the progress and viability of the Children's Choir.

11. PCS Administrative Coordinator Duties and Responsibilities

The Administrative Coordinator (AC) is employed by the Palouse Choral Society, is hired by the PCS Board of Directors, and answers to the Board of Directors through the President and Executive Committee. The AC works collaboratively with the Board, the Artistic Director, and the Children's Choir Director to further the goals of PCS and manages all day-to-day administrative responsibilities of the organization according to established procedures. These responsibilities fall within the essential duty categories of organizational governance, management of PCS membership, season planning/concert management, community relations, fundraising/development, and general administrative duties, as described in the Administrative Coordinator Detailed Position Description (separate document).

12. Enforcement of These Policies

In the event a Board Member, volunteer, contracted employee, or Choral Society member(s) does not comply with the policies of the Palouse Choral Society, the Executive Committee ~~and Section Leaders~~ will meet to determine the appropriate actions, if any, and to consider extenuating circumstances should they exist.

13. Changes in Choral Society Policy

Any member of the Choral Society may propose changes to these policies in writing to the Executive Committee. The President will present the proposed changes before the PCS Board of Directors where they must be approved by a majority vote of a quorum of members, as defined in the PCS bylaws.

Chorale Policy Adopted by the Idaho-Washington Concert Chorale/Palouse Choral Society:

September 9, 2000

Revised May 6, 2002

Revised May 2, 2005

Revised May 8, 2006

Revised September 23, 2006

Revised March 29, 2010

Revised August 24, 2013

Revised March 2, 2015

Revised March 7, 2016

Revised April 11, 2017

Revised April 2019

Revised May 2021

Revised January 2022

Revised September 2024