

Palouse
Choral Society
Policy
Statement

Revised January 2022

I. 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.

II. Auditions

A. General Auditions

1. New member auditions will be held prior to the first rehearsal of each semester, or at the Director's discretion. A committee comprised of each of the four section leaders, the current Artistic and Music Director, and an accompanist 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 the Beautiful
 - 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 a piece of music provided to them (other parts are played on the piano)
 - f) answer any questions regarding their choral/vocal background the committee may ask
3. Once the audition is completed, the person may be asked to wait for a decision OR told they will receive a call. If rehearsals begin on the same night as auditions, those asked to join will be expected to attend rehearsal that evening. Prospective members will have been notified of these expectations prior to the audition. At the audition, prospective members will be provided with a copy of these policies.

B. Re-Auditioning

1. Singers who do not sing for more than two consecutive semesters must re-audition for membership.
2. In an effort to ensure that we "perform at the highest possible level," the Artistic & Music Director may privately request to hear voices of current members at any time, which may result in reassignment of voice part, counseling on vocal techniques, and/or a request that the member re-audition with the audition committee during the next general auditions.

C. Chamber Choir Auditions

1. Chamber Choir is a small ensemble comprised 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 and Music Director and the Executive Committee and dictated by the repertoire chosen for that season.
2. Auditions will be held prior to the first rehearsal of each year. A committee comprised of each of the four section leaders, the current Artistic and Music Director, and an accompanist will hear auditions. The section leaders and accompanist 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 must be currently active members of PCS and will be given an audition time during which they may be expected to do any or all of the following:
 - a) sing a familiar song such as America the Beautiful
 - b) sing scales as requested by the committee
 - c) sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
 - d) sight read music provided to them
 - e) 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 a call.

D. Outside Engagement Group Auditions

1. On occasion that the Choral Society is asked to provide entertainment for hire, a group of musicians selected from the currently active Choral Society membership will perform this duty. Auditions for this group will be held at the same time as the Chamber Choir auditions. Members may elect to audition for one or both groups. A committee comprised of each of the four section leaders, the current Artistic and Music Director, and an accompanist will conduct auditions. Interested persons will be given an audition time during which they may be expected to do any or all of the following:
 - a) sing a familiar song such as America the Beautiful
 - b) sing scales as requested by the committee
 - c) sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
 - d) sight read music provided to them
 - e) answer any questions regarding their choral/vocal background the committee may ask
2. Once the audition is completed, the person may be asked to wait for a decision OR told that they will receive a call.

III. General Policy

By their acceptance of membership in PCS, Choral Society members agree to conform to the policies stated herein.

A. Concert Attire/Dress Code

The proposed 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:

1. 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).
 - a) Black dress shirts or blouses (with black buttons)
 - b) Black dress pants or skirts (skirt length is floor length; existing PCS skirts are ok)
 - c) Black close-toed dress shoes
 - d) Black socks/black opaque stockings/tights/black leggings under the pants or skirt.
 - e) Black suit jackets and/or ties are optional
 - f) Shoulders should be covered; sleeves 3/4-length or full-length
 - g) Gowns and tuxedos may be suitable for the opera, but truly formal attire is not expected for PCS
 - h) If you’d wear it to the gym or to lounge in, then it’s not appropriate for the stage
 - i) There may be occasions when holiday adornments are worn; such occasions will be discussed with the conductor 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. 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

Each Choral Society member will be issued a numbered copy of the music being sung in a given concert. Choral Society members are wholly responsible for all Palouse Choral Society music issued to them over the course of the season. This responsibility includes returning music in the same condition as when issued. Marks should be made in pencil only. There should be no highlighting on the copies issued to Choral Society members. Music should be returned as “clean” as possible—leave musical markings and erase editorial comments. 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. Individual black concert folders can be purchased (from ChoralWeb Publishing) or individually provided by each Choral Society member.

C. Donations

PCS is not a dues-based organization. However, PCS relies on generous donations for the many expenses that are not covered by ticket sales. Donations can be made by members at anytime.

D. Tickets

Members may purchase tickets at a discounted price that will be announced each season.

E. Rental of Music from the Choral Society Library

It is our policy to rent music from our choral library at the rate of \$.50 per octavo copy and \$1.00 for extended or major work, plus postage, with the assurance that the music will be returned within three weeks of the final performance. Unreturned or damaged music shall be billed at current replacement cost.

IV. Attendance

A. Absences from Rehearsals, Dress Rehearsals, and Concerts

1. Ideally, members will commit to the full season. We acknowledge that circumstances may prevent that. To sustain chorale performance excellence, such circumstances will be addressed on an individual basis. Please consult with your section leader before deciding not to participate. The commitment of our members makes it possible for the Artistic and Music Director to plan appropriate repertoire, maintain balance across sections, and avoid substantial fluctuations in the number of singers from one concert series to the next.
2. Members are expected to participate in all rehearsals. Rather than a hard and fast rule, this policy puts the responsibility for being prepared on the chorale member. If you must miss rehearsals, it is up to you to let your section leader know as soon as possible and keep yourself prepared by reviewing the music at home, getting notations from another member or your section leader, using the rehearsal recordings and other available aids, and, when necessary, addressing your readiness with your section leader. If you are prepared, we want you to sing. If your section leader or conductor feels you are not prepared, you may be asked to do more preparation or, as a last resort, not sing in that concert series. Don't pull yourself out of a concert series until you have consulted with your section leader.
3. We trust that this policy balances the needs of the chorale with the demands of each member's life.

B. Leave of Absence

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

V. Communication Guidelines

- A. 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.
 1. Phrase and address your communication for the good of the Choral Society.
 2. Seek first to understand, then to be understood.
 3. Speak directly (in person) to those with whom you feel the need to communicate.
 4. If you want someone to know something, tell them with kindness.
 5. If you are unable to communicate on your own, ask someone to help you.
 6. Seek help from the PCS Executive Committee.
 7. Speak only for yourself and only from your own experience.
 8. When disagreements arise, attack the problem, not the person.
 9. Email usage: use email for informational purposes. When communicating issues of a sensitive nature, please consider limiting the use of email. Email often escalates confusion and emotion, due to lack of facial expressions, body language and tone of voice.

VI. PCS Expectations

A. Of Choral Society members:

1. To commit to the full season, unless otherwise arranged with section leader and/or Artistic and Music Director
2. To attend all rehearsals, unless extenuating circumstances preclude that and absence is arranged with section leader
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 & Music 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
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 and Music Director
3. To gain clarification on expectations/guidelines before auditions

C. Of PCS Officers

1. To fulfill duties as outlined in PCS policy

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

1. To fulfill duties of the written job description when provided
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

E. Of PCS Board Members

1. To fulfill the written job description (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

F. Of Artistic and Music Director:

1. To meet duties as outlined in contract/job description
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 member's 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 Accompanist:

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
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 Executive Director

The Executive Director is employed by the Palouse Choral Society (PCS), hired by the Board of Directors, and answers to the Board of Directors through the President. The Executive Director serves as a non-voting member of the Executive Committee and Board of Directors. Together with these entities, the Executive Director provides input into the overall goals and direction of the Palouse Choral Society. The Executive Director works collaboratively to further the goals of PCS and independently to oversee and accomplish the effective day-to-day operations of PCS, as defined in the written job description under section IX.

VII. Choral Society Officers and Section Leaders/Representatives, 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. He/she will be a member of the Choral Society. He/she will serve as a member of the Choral Society Executive Committee and Board of Directors. His/her 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 and Music Director and the Executive Director 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. He/she will be a member of the Choral Society. His/her 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) Will participate in one or more Board generated committees;
 - e) Will chair a committee as requested by the President, to be determined by his/her interests, talents, and abilities;
 - f) 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. He/she will be a member of the Choral Society. His/her 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, when requested;
 - 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;
 - f) Compile data from Choral Society membership surveys;
 - 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 members upon request;
 - j) Keep updated and provide the Board of Directors with a current board member roster;
 - k) Maintain 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. He/she will be a member of the Choral Society. His/her 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, Executive Director, 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) 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) File appropriate Federal 1099 forms electronically in January, and file quarterly reports to Washington State Employment Security and Labor and Industries;
 - f) File annually (Nov 15) IRS FY Income Tax Return 990EZ for tax-exempt organizations;
 - g) 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) Supervise Receipts Treasurer in collection of Choral Society donations, revenue from various fundraisers, money from sales of concert tickets, concert CDs, and any other Choral Society offerings, and record all deposit details;
 - k) Purchase and manage investments, such as Certificates of Deposit;
 - l) Maintain accurate and up-to-date electronic and paper records of all financial receipts and expenditures;
 - m) Be prepared for an audit of the Choral Society financial records at all times;
 - n) Together with the Budget Committee, prepare the annual budget for the Choral Society;
 - o) Make semi-annual financial reports to the membership;
 - p) Provide a verbal, and when requested, written financial report to the Executive Committee and Board of Directors during meetings;
 - q) Make financial recommendations to the Executive Committee and Board of Directors when appropriate;
 - r) Attend and participate in Executive Committee and Board of Directors meetings;
 - s) 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.

B. Section Leaders/Representatives

The Artistic and Music 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 and Music 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.

C. 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 & Music 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 Executive Director 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 Executive Director 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 Grant Writing Coordinator** is responsible for researching and writing grants with committee members.
6. **The Music Librarian** will work with the Executive Director to prepare new music for distribution, maintaining accurate records of new music assigned, keeping accurate account of music returned, and will make a good faith effort to get music that has not been returned.
7. **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;
 - c) Season Ticket holders;
 - d) Contact list for advertising purposes;
 - e) As requested, provide a current roster to Choral Society membership;
 - f) Provide Choral Society leadership with mailing labels and/or electronic files of specified roster upon request.

8. **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 and Music Director and the Executive Director 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.

VIII. Choral Society Committees

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

1. The Executive Committee consists of the Choral Society officers, Executive Director, and the Artistic and Music Director (Executive Director 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 fund raising, additional concerts/venues, grant opportunities, etc.
 - e) Appointing committee members
 - f) Paying the bills
 - g) Providing assistance as needed to the Artistic and Music Director.

B. Ad Hoc Committees

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

C. Marketing Committee

1. 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

1. The Website Committee shall be comprised of the Database Manager, Executive Director, and three other members appointed by the President. The responsibility of the committee is to securely maintain and update all areas of the website, including the shopping cart, 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

1. 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

1. Chaired by the Treasurer, this committee which may include the President, 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

1. The Children's Choir Committee will write and update as necessary the Children's Choir Handbook. They will also conduct interviews of potential Conductors, make recommendations to the Board, and assess the progress and viability of the Children's Choir.

IX. Non-Officer Board Member Description and Responsibilities**A. Descriptions**

1. There are two types of non-officer board member positions. The titles are Choral Society Representative Board Member and Community Board Member. Both types hold two-year terms.
2. There are five Community Board Member positions. All members who hold these positions are elected from the community and are not singing members of the Choral Society.
3. There are two Choral Society Representative Board Member positions. Both members holding these positions must be current, active, singing members of the Choral Society.
4. With the four Officer positions bringing the total of board members elected from the Choral Society membership to six, the Choral Society representatives hold the majority.

B. Responsibilities**1. Community 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 Executive Director 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 Executive Director and other Board Members, providing appropriate follow up, and reporting to the Board. Key responsibilities include, but are not limited to:
 - (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. Choral Society Representative Board Members

- a) Participate in regular Board of Director's 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 Members

- a) Participate in regular Board of Director's 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.

4. Executive Director

- a) Together with the Artistic and Music Director and/or Executive Committee:
 - (1) Schedule rehearsal and performance venues well in advance of the current season.
 - (2) Create and disseminate sectional rosters and the season rehearsal and performance schedule, updating as needed, especially as needed for last minute changes.
 - (3) Coordinate, advertise, and schedule general membership auditions, Chamber choir auditions, and solo auditions as requested.
 - (4) Order sheet music as instructed by the Artistic and Music Director. Disseminate music in a timely manner. Coordinate with music librarian to maintain a complete and accurate music inventory.
 - (5) Work with the Artistic and Music Director and the Marketing Committee Coordinator to maintain an online checklist for all concert preparatory duties, including marketing activities, for each concert of the season. Ensure that all jobs are done and checked off the list in a timely manner so that nothing is overlooked.
- b) For each performance, attend dress rehearsals. Arrive at dress rehearsals and performances well before call time to assure that the Green Room is available to singers and other musicians, and chairs/music stands/lights, stage props, conductor's equipment needs, etc. are in place before call time. Maintain and execute a checklist for concert preparations including, but not limited to:
 - (1) Marketing tasks assigned by Marketing Committee Coordinator
 - (2) Printing and delivery of posters, tickets, and any other necessary materials
 - (3) Website updates as assigned by Website committee
 - (4) Instruments leased or repaired, piano tuning arranged
 - (5) Portable toilets ordered
 - (6) Coordinate with and provide support to the Front of House Manager and Riser Crew Coordinator
 - (7) Program ads collected
 - (8) Program notes, texts, and translations collected
 - (9) Board members, singer rosters, donor lists, and any other materials such as soloists and instrumentalists bios and photos for the programs collected and updated
 - (10) Programs submitted for proof-reading and then printed at least one week before the concert

- c) Other duties include coordinating with and supporting the efforts of all the standing committees, managers and coordinators as required, and requested by the President. Support the implementation of programs and projects approved by the Board, including fundraising events, donor receptions, development activities, and the Children's Choir program. Provide logistical and administrative support for the day-to-day operations of the organization (including the Children's Choir) and for all Executive, Board, Annual Business, and special meetings.

X. Enforcement of These Policies

In the event a 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.

XI. 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 Choral Society membership 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:

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