

OPERATIONS TEAM

JOB DESCRIPTIONS

Director of Marketing & Public Relations

Duties and responsibilities include:

- Serve as Chairman of the District Marketing and Public Relations Committee.
- Ensure the District, its Chapters and its Quartets have marketing image and awareness building tools to increase market impact.
- Provide information to chapters for improving public awareness and appreciation of the Society through support of the unified service projects and local charities.
- Serve as District liaison with the Society Marketing and Public Relations Committee.
- Participate in training carried out by the Society Marketing Public Relations Committee.

Director of Contest and Judging

Duties and responsibilities include:

- Serve as Chairman of the District Contest & Judging Committee.
- Communicate and coordinate Society Contest and Judging policy within the District.
- Organize and administer all contest judging activities within the District.
- Communicate with all potential contestants in Division and District contests.
- Promote and handle all applications for judging candidates and schedule practice panels.
- Work with Director of Events to ensure contest venues have suitable sound and lighting.
- Attend Society C&J meetings as required.
- Serve as District liaison with the Society C&J Committee.
- Participate in training carried out by the Society C&J Committee.

Director of Events

Duties and responsibilities include:

- Duties as listed in District Policy 9.07
- Responsible for the site selection, contract negotiation, budgeting and planning of Spring and Fall Conventions and Division Contests.
- Assist other Function Directors and/or committees in site selection, contract negotiation, planning and budgeting of other events conducted within the District.
- Provide interpretation of Society regulations as they apply to conventions.
- Assure District Convention manuals are up-to-date and Society contest sound and lighting systems guidelines are followed.
- Maintain convention history file on past and potential convention sites.
- Serve as District liaison with the Society Events Committee, and when necessary, the Society External Affairs Committee.
- Participate in training carried out by the Society Events Committee.
- When performing these duties and responsibilities, shall be reimbursed for travel and expenses incurred.

Director of Membership Development

Duties and responsibilities include:

- Serve as Chairman of the District Membership Development Committee.
- Provide ideas to District Chapters for membership recruitment and retention of existing members.
- Seek out new extension sites for new chapters within the District.
- Serve as District liaison with the Society Membership Development Committee.
- Participate in training carried out by the Society Membership Committee.

Director of Young Men in Harmony

Duties and responsibilities include:

- Serve as Chairman of the District Young Men in Harmony Committee.
- Promote District supported youth activities and services within the District, which are intended to improve and expand the musical knowledge and performance abilities of school and college-aged young men.
- Assist chapters in establishing Young Men in Harmony Programs and chapter teams in working with local school administrators and music educators to establish harmony singing groups, as requested.
- Coordinate organizing, staffing and operating of the annual youth activities, Harmony Camps and other events at the Division and District levels.
- Establish and manage the District YMIH budget.
- Communicate with chapter Young Men in Harmony representatives through the District newsletter and other mailings, the status, plans and activities of the Districts youth activities programs.
- Work with the Vice President Music & Performance/Education on all visits of Society music representatives to ensure attention to the youth programs.