Communications VP

March 2025

1. **Officers’ Duties and Responsibilities documentation have been added to the website under Board Documents/Board Member’s Duties and Responsibilities.** **Please review the entry for your board position and send me any comments or corrections.**
2. **Our website, at the bottom of the main dashboard, has an “Enter Leaves of Absence” area. The only persons who have entered anything have been Dave Kirby (twice) and Mark Singer (once). PLEASE USE THIS FEATURE SO THAT THE DIRECTORS CAN KNOW WHO TO EXPECT AT EACH REHEARSAL! This will also be announced at the next rehearsal, but, as board members, we need to be proactive examples!**
3. **The website has been updated to reflect the Spring Show. Tickets to the Spring Show may be purchased online.**
4. Our director is continually updating the Weekly Rehearsal Calendar entries. These entries may be viewed on the main dashboard after signing in by scrolling down to the upcoming events. The What To Practice page has been updated by the director to reflect the current repertoire. An email will be sent to chapter members whenever the Weekly rehearsal and the What To Practice has been updated. Board members should verify that the music is available on the Website and communicate any problems at that time, instead of waiting until the actual day of the rehearsal.
5. A Reminder that every member should supply at least 5 names that we can add to our mailing lists, both postal and email. At this point Ben has been updating the website contacts list. Please forward new information to him. If there is a special classification that could be used for selecting names for mailing, please send that to me and I will create mailing categories for them. Currently we have:
	1. Candidate – Prospective members who have passed their first audition
	2. Guest – Persons who have attended one of our meetings, and is not currently a prospective member
	3. Meetup – Persons who have expressed interest through Meetup
	4. Volunteer – Non-members who have helped for our performances and singouts
	5. Performance Venue – Contact information for venues where we have or are going to perform
	6. Patron – Paid attendee at one of our events
	7. Donor – Persons who have donated to our chapter separately from purchasing tickets
	8. Widows & Widowers – Spouses of deceased former members
	9. Performance Prospect – Contact information for venues that we have not performed at, but are possible future performance venues
6. Website information

* 1. Creation of a New Recruit form to keep track of the progress of a prospective member is still in progress. This will be a PDF that can be accessed by all those that need to sign-off for their roles in accepting a new member. When this is completed, a How-To document will be created that will document the steps for each person that will need to sign off on their piece.
	2. The donations tab on our website is still working well. **We should remind our members each meeting that it exists, and that even a few bucks per week is helpful to our chapter.**
	3. Our entire library of physical sheet music has been sorted and filed, and the song title and arranger when available has been entered into our website under the category of “Archival – Not Scanned”. A complete listing of all of this music is available on our website under Music and Show documents.
1. The Terms of Office are now currently on the website.
2. Standing committees and their roles and responsibilities will be added to the website at a future date.
3. **We still need public news items for the website!** If you wish to have an item added to our public “News”, please send that to either Jack Press, Beth Karlin (for marketing news), Ben Marder (for membership news) or myself for posting.