Communications VP

September 2020 version 1

1. Website information
	1. Attendance has been enabled for rehearsals and board meetings. The VP Communications will update the Master Calendar at the end of each month for the next month, generating meeting invitations for all meetings that next month. Each member should respond to the meeting invitation, especially if they know that they will not be attending a particular meeting. All ZOOM information for the scheduled meetings will be part of the calendared event.

Information on what the Directors are targeting for a particular rehearsal will also be part of the calendared event information.

* 1. Attendance is being taken by the Membership VP for each rehearsal, and by the Secretary for each board meeting.
	2. The Membership VP now has the authority for the Website chapter roster. He will update the roster with our past members and candidates as well as our current active members. There is the ability to schedule leaves of absence for any member that does not want to receive meeting invitations while they are unavailable.
	3. The Chorus Manager has updated the riser placement information on the website. He will keep this up-to-date once we are able to meet in person.
	4. We are researching the possibility of using the Tasks feature to allow the Secretary the ability to assign action items to board members. The board should consider who else should be able to assign tasks (not including music learning assignments that will be made by the directors).
	5. Public email addresses (these are email addresses that anyone, member or non-member can send an email to) have been established for the following:

		1. info@valleyharmonysingers.org – forwards to Chorus Manager
		2. director@valleyharmonysingers.prg – forwards to both directors
		3. webmaster@valleyharmonysingers.org – forwards to VP Communications

The board may decide that other emails are necessary, as well as special purpose emails for show tickets, etc.

* 1. The Teaching Quartet is exercising the Music Learning feature of the website for a planned future roll-out to the membership. No target date for this feature has been set.
1. We need public news items for the website. These should be current events that would be interesting to someone browsing our website, and we should have current news that would indicate to public prospects that we are actively meeting and singing during the pandemic.
2. Ben Marder is now the Gallery editor for both the public gallery and the members only image-gallery. He has added photos to our public website gallery, and has added members only gallery albums, accessible through the main dashboard.
3. We still need for there to be a person in charge of the Contacts/Mailing list. Current lists can be uploaded. In addition to the Mailing List, the Chorus Manager is now responsible for entering the information about Venue and Customer contacts.