Communications VP

December 2020

1. Website information
	1. Creation of a New Recruit webform to keep track of the progress of a prospective member is in progress. 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. We are continuing to research 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).
	3. On December 21st, the music for the planned 2021 Fall show will be made available to all chorus members. In making this music available the Music Team has directed that each song be assigned a “Learn By” date. The songs and the dates assigned are:

What a Wonderful World      25 January

Dream Lover                                      15 February

California Here I Come                       8 March

When I’m Sixty-Four                         29 March

Under the Boardwalk                       19 April

Surfin’ USA                                         10 May

In the Still of the Nite                         7 June

For the Longest Time                       28 June

Dream a Little Dream of Me           19 July

From the First Hello                           9 August

Brown Eyed Girl                                30 August

There is a How-To for setting the learning stage of a particular song. The section leaders have committed to helping their section correctly self-assign their learning stage. **The Music team has decided that this is an essential part of moving forward, and therefore, the Board Members need to accept their responsibilities as leaders in setting their own learning stages.** When the Learning Stage is set to Test Ready, the section lead will ascertain if the member is performance ready, and mark them so.

* 1. Ben continues to update the public and members only galleries.
	2. Ben is considering adding past members to the information that we are currently storing on our website.
	3. The website has the facility to create document group that can be restricted to particular roles. This would be visible on the User Menu and the Documents menu only to those particular roles. For example, a document repository for credit card information or bank userids and passwords that was only visible to the Treasurer and the President. If this would be of use for anyone or any group of people, please let me know and I will set it up for you.
1. Officers’ Duties, Responsibilities and Terms of Office documentation will be added to the website. This is currently in progress. 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! 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. For example, a writeup about Tom’s drive-by birthday party.
4. As part of the members information on the website there is a field for Skills. Members need to be encouraged to update this field with whatever skills they have, whether or not they think that it is applicable to our chapter. Skills such as Carpentry, Sales, Set transportation, Baking, etc. may be useful for shows and singouts. The ability to perform on an instrument can be useful for certain shows. Organizational abilities (the ability to file papers, etc. without running and screaming) could also be useful. The board should begin this process by updating their own skillset!