Communications VP

January 2020

1. Website information
   1. Creation of a New Recruit webform to keep track of the progress of a prospective member is still 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 was made available to all chorus members, with “Learn By” dates assigned as specified in last month’s report. Section Leads are evaluating their members during the breakout rooms to determine if a member is “Performance Ready”. Additional music is being made available to coincide with the What To Practice for each week.
   4. Additional new music will be made available during the year as the Music Team decides which music to add to our repertoire. Currently, we are adding “Thank You For The Music” and will be adding “Lullaby in Ragtime”.
   5. Ben is considering adding past members to the information that we are currently storing on our website.
   6. 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.
2. Officers’ Duties, Responsibilities and Terms of Office documentation will be added to the website. This is currently still in progress. The Terms of Office are now currently on the website.
3. Standing committees and their roles and responsibilities will be added to the website at a future date.
4. 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.
5. As of this point, no one has updated their skills list, as requested in the last meeting. A How-To is now available on the website. The board should begin this process by updating their own skillset!