

Duties of the Music Director

The music director should supervise most of the following duties and delegate their actual implementation to capable team members:

- Develop a yearly musical plan for the chapter. This should be done with input from the entire music team. It should include both long-term and short-term goals to improve the musical quality of the chapter. On completion, it should be submitted, through the vice president for music and performance, to the chapter board for approval.
- Work with the vice president for music and performance to select all music team personnel.
- Supervise the activity of those members of the music team who deal directly with the chorus in a teaching or performance capacity. This would include assistant director(s), section leaders, vocal coaches, visual coaches, music coach and teaching quartet(s). The music director should also help recruit and train potential music team members.
- Plan and conduct the weekly chorus rehearsal. This means working out music lesson plans in advance and informing the vice president for music and performance of them to coordinate the rehearsal schedule with the total chapter meeting format. Music team members should be utilized as much as possible in their respective areas of expertise during each rehearsal.
- Direct all public performances of the chorus unless ill or otherwise incapacitated. This should include local performances, the annual shows, Division and District competitions.
- Supervise selection of a repertoire for the chorus. Consideration should be given to both show and competition packages, using great care in conforming to copyright laws.
- Attend all music team meetings and planning sessions.
- Supervise and present material, when requested, for chorus craft sessions.
- Help determine standards for the acceptance of all chorus performance requests.
- Establish criteria for the number of singers necessary and the proper balance of parts required.
- Establish the frequency and general acceptability of prospective performances.
- Help determine the standards for membership in the performing chorus. With the aid of the entire team, establish performance levels which might include:
 - Attendance requirements, as established by the chapter board under its Code of Regulations.
 - Performance standards for notes and words, sound, visual presentation and interpretation.
- Supervise in evaluating recordings done by individual members, if this is a criterion for performing chorus eligibility.
- Supervise the voice-placement process and evaluation of new members. This would also entail the overall responsibility of integrating new members into the performing chorus through a systematic training program.
- Encourage and assist quartets through the quartet activities chairman.
- Attend all appropriate schools for chorus directors. These might include music leadership classes at Leadership Academy, division and district schools, Harmony University. The chapter should assume the responsibility.

Duties of the Assistant Director

Fill in for the music director when absent

- Direct performances in the absence of the director.
- Conduct the weekly chorus rehearsal in the absence of the director.
- Fill in for the director during the rehearsal when he is engaged in other duties.
- Because of the need to substitute for the director in his absence, the assistant director should be able to direct all the songs in the repertoire. There may be several songs which are specifically his in the performance package, but he should have the opportunity to practice directing all of the music in case of an emergency.
- Attend all music team meetings and planning sessions. This implies that the assistant director should contribute input in any of the following areas:
 - Planning of long and short-term musical goals for the chorus.
 - Selecting the repertoire for show and competition.
 - Determining acceptable standards for chorus performances.
 - Determining standards for membership in the performing chorus.
 - Determining teaching methods and techniques for rehearsals.

Help coordinate section leader work

- Assist the director in monitoring the progress of each section in terms of learning new music, developing good unit sound and correcting specific vocal patterns.

Supervise specific areas of the music program

Although each of the following areas are a necessary part of any chapter music program, larger chapters might consider dividing duties between several competent assistant directors

- Evaluation and training of new members. This is a very important aspect of the chapter music program. How do we integrate these new men into the chorus? An assistant director can maintain quality control by doing all of the auditioning as well as running an "early-bird" fundamentals class and teaching new men the songs already in the chorus repertoire.
- New music learning program. An assistant director might be assigned to teach new music or to select or coach a teaching quartet. He might also supervise the review of evaluation tapes, if this is a requirement for the performing chorus.
- Vocal techniques. In lieu of a vocal coach, an assistant director might be in charge of all sound work for the chorus, including the warm-up portion of the meeting.
- Visual performance. If the chorus does not have a visual performance specialist or coach, an assistant director might take over both the creative and teaching aspects of the chorus' visual presentation.
- Craft sessions. "Craft" can mean a lot of things, but in this case refers to general information classes as a part of the chapter meeting. An assistant director could be placed in charge of this, and either conduct the sessions himself or assign various knowledgeable men to do a program each week.

Attend music leadership schools

- Many educational opportunities are offered at the division, district or Society level. As with the director, the chapter may assume some financial support for the assistant director.