



Grass Valley Male Voice Choir

Post Office Box 1698 • Grass Valley, CA 95945

www.GVMaleVoiceChoir.org

Section Leader - Role Description

Position Overview

The Grass Valley Male Voice Choir strives to create an organization that produces excellent music while fostering camaraderie, mutual support, and enjoyment. Section Leaders play an important role in helping set this tone.

A Section Leader serves as a point of connection between singers, the Artistic Director, and choir leadership. This role focuses on communication, organization, and support—not discipline or enforcement.

Primary Responsibilities

1. Support New and Returning Singers

At the first rehearsal of each season or cycle, Section Leaders will:

- Welcome singers in their assigned section
- Assist with check-in alongside the Membership Chair
- Confirm that contact information is current
- Help distribute materials as needed (music, name tags, lanyards, etc.)
- Help ensure new singers are introduced to their assigned mentor

A friendly, welcoming first rehearsal sets the tone for the entire season.

2. Assist with Communication

- Serve as a communication link for your section when needed
- Help relay important information, especially related to schedule changes or emergency communication
- Encourage singers to stay informed by reading choir communications

3. Take Attendance

- Take accurate attendance for your section at each rehearsal
- Report attendance information to the Membership Chair during break or after rehearsal

Important note:

Section Leaders are **not responsible for enforcing attendance policies** or judging reasons for absence. Their role is strictly to record and report attendance.

If you are unable to attend a rehearsal, please arrange for another singer to take attendance for your section.



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4. Serve as a Resource

- Be available to singers in your section who have questions or concerns
- Report issues or concerns to the Membership Chair rather than trying to resolve them independently

This helps ensure concerns are addressed consistently and appropriately.

5. Assist with Section Rosters

At the end of each season or cycle:

- Help the Membership Chair confirm which singers are returning
- Note singers who are not returning or taking time off
- Identify singers who wish to return after an absence

Accurate rosters help with planning, communication, and music preparation.

Policies & References

Section Leaders should be familiar with:

- GVMC Singer Guidelines
- Emergency Communication Procedures
- New Singer materials and concert dress expectations

Reporting Relationships

Section Leaders work in coordination with:

- Membership Chair
- Choir Leadership Team / Board Representative (as applicable)

Final Thought

Section Leaders are not administrators or enforcers—they are connectors and supporters. By helping singers feel informed, welcomed, and organized, Section Leaders play a vital role in the success and spirit of the Grass Valley Male Voice Choir.