



## Section Leads

*Revised August 2018*

- Each of our music sections (soprano, alto, tenor, and bass) has an individual designated as the "Section Lead".
- At the start of each session, the Section Leads will be given the names of members of their section, including phone numbers and email addresses for their use in carrying out their responsibilities as follows:
- The job of the Section Lead is to:
  - meet and get to know the members of their section;
  - remind their section that each member is expected to attend **every** rehearsal;
  - take attendance within their individual sections and report to the Music Director about any significant changes;
  - if someone misses two consecutive rehearsals, contact that person to see if they are still interested in being in the choir;
  - if the person is still interested in being in the choir, then remind them that they are expected to attend every rehearsal;
  - through information provided on the website, be informed about dates, times, uniforms, concert details, etc., so that they can answer any questions their members may have;
  - ensure that members bring any problems or suggestions to them.
- Reporting to the Music Director will ensure that she is always informed about the makeup of the choir and any problems so that she can balance the choir and make any necessary changes.

**PLEASE NOTE: It is NOT the job of the Section Lead to email their members with information regarding dates, times, uniforms, concert details, arrival times, rehearsal details, etc.** Such information will be emailed by the Executive or the Membership Coordinator. If asked for such information, Section Leads should always check the website or advise their members to check the website.