

District President Job Description

Creation Authority: Standard District Bylaws

Elected: District HOD election

Operations Manual Reference: 3.2.2.1

Term: 1 or 2 years

Desired background/capability:

- Society member for at least five years, and member of a chapter in the district other than the Frank H. Thorne chapter
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership, communication skills, judgment, and expertise that will enable him to be an effective president
- Able to participate in meetings with the Society Board twice a year to provide feedback on what they are experiencing in the district
- Committed to hands-on responsibility for a team of vice presidents that are responsible for carrying the Society's programs and policies to the chapters through hands-on contact.

Duties:

- Chief executive officer of his district
- Supervise and monitor all administrative functions and activities of the district
- Maintain knowledge of all governing documents
- Establish annual priorities and goals for the district, and be responsible for achieving them
- Develop a district work plan that includes all Society work plans for which district officers have responsibility, approve of all financial matters, and report to the Society Board, through the Society Operations Team, on such plans and budgets, as well as progress toward achieving goals, three times a year
- Chair all meetings of the board and House of Delegates
- Appoint committees as needed to carry on the business of the district
- Supervise and monitor all work activity and be fully knowledgeable of all functions and their responsibilities
- Attend Society-sponsored training seminar(s).

Directly communicates with: District Board of Directors and House of Delegates, Society Operations Team, committee chairmen, Society executive vice president, Society Operations Group, Society Planning and Program Development Group

Mandatory Reports

Type	To	CC	Due
Work plan	Society Operations Team	District board	January 4, annually
Future-year planning priorities	Society Planning and Program Development Group	Society Board	March 15
Work plan status and Financial status	Society Operations Group	District Board	May 4, September 4, January 4
Semi-annual Status	District HOD	Selected chairmen	HOD meetings
Next two years' District priorities	Society Board	District Board	September 1

District Vice President for Chapter Support and Leadership Development Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.2.1

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, and member of a chapter in the district other than the Frank H. Thorne chapter
- Familiar with management, leadership, and training theory and techniques
- Willing to be accountable for the performance of his chapter counselors
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Possessing demonstrated people skills
- Willing to carry out responsibilities in his designated area as defined by the Society Chapter Support and Leadership Training Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Responsible for coordinating, monitoring, and maintaining an effective chapter counselor program in his district, and for obtaining evaluations from chapter presidents three times a year (5/19/1 and 12/1).
- Responsible for removing any non-performing chapter counselor
- Work directly with the Society Chapter Support and Leadership Training Committee to coordinate the recruitment and training of potential chapter counselors and chapter counselor trainers in and for his district, and communicate and coordinate its policies
- Disseminate related chapter counselor and training materials within the district
- Recommend the certification of chapter counselors and trainers from the district, when appropriate
- Coordinate and assist the CSLT Committee and its COTS subcommittee with managing Chapter Operations Training Seminars in his district
- Participate in training carried out by the Society Chapter Support and Leadership Training Committee
- Report three times a year to the district president and Society CSLT Committee on progress toward achieving Society and district work plans, and on the success of chapters assigned a counselor
- Attend all district board and House of Delegate meetings.

Directly communicates with: District president, district board, chapter counselors, Society Chapter Support and Leadership Training Committee.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District board	May 1, September 1, January 1
Chapter status	District Board	Society CSLT Committee	May 1, September 1, January 1

District Vice President for Chorus Director Development Job Description

Creation Authority: Standard District Bylaws

Elected: District HOD election

Operations Manual Reference: 3.2.2.2.2

Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Effective chorus director with strong leadership and administrative qualities
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Possessing demonstrated people skills
- Willing to carry out responsibilities in his designated area as defined by the Society Chorus Director Development Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Responsible for promoting, administering, and recruiting participants for the Chorus Director Workshop Intensive (CDWI), chorus director certification, and chorus director training programs in his district, and reporting on and publicizing accomplishments of participants
- Recruit and develop a district faculty for chorus director training and maintain and disseminate chorus director training materials within the district
- Recruit CDWI trainers for certification
- Communicate, promote, and coordinate all functions of chorus director recruitment and development programs in the district, including promotion of the program and its materials to non-Society musicians in the district
- Maintain records on the CDWI, chorus director certification, and chorus director development programs in the district and recommend the certification of chorus directors from the district, when appropriate
- Liaison with the Society Chorus Director Development Committee and communicate and coordinate its policies within the district
- Develop an effective chorus director guild in the district and chair its meetings
- Participate in training carried out by the Society Chorus Director Development Committee
- Report three times a year to the district president and Society Chorus Director Development Committee on progress toward achieving Society and district work plans
- Attend all district board and House of delegate meetings.

Directly communicates with: District president, district board, chapter chorus directors, Society Chorus Director Development Committee.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Vice President for Contest and Judging Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.2.3

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Certified Society Judge or Contest Administrator
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Willing to carry out responsibilities in his designated area as defined by the Society Contest and Judging Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Liaison between the Society Contest and Judging Committee and the district
- Attend all DVP-C&J meetings
- Communicate and coordinate Society Contest and Judging policy within the district
- Organize and administer all contest judging activities within the district
- Communicate with all potential contestants in district contests
- Promote and handle all applications of judging candidates from the district and schedule practice panels at district contests
- Work with the district vice president for events to ensure that all contest venues have suitable sound and lighting systems for contests, and satisfy appropriate Society specifications
- Participate in training carried out by the Society Contest and Judging Committee
- Report three times a year to the district president and Society Contest and Judging Committee on progress toward achieving Society and district work plans
- Attend all district board and House of delegate meetings.

Directly communicates with: District president, district board, chapter counselors, Society Contest and Judging Committee, Society Events Committee.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Vice President for Events Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.2.4

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Willing to carry out responsibilities in his designated area as defined by the Society Events Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Willing to develop alternatives to competition, festivals, variety of musical and non-musical events at district conventions, etc.
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Responsible for the effective planning and budgeting, site selection, and operation of all events held within the district, including conventions, music festivals, alternatives to competition, music and leadership training schools, joint events with other a cappella organizations, etc.
- Interpret all Society regulations as they apply to district contests
- Assure that district convention manuals are up-to-date and used, and Society contest sound and lighting system guidelines are followed
- Maintain a comprehensive convention history file on past and potential convention sites
- Liaison with the Society Events Committee and, when necessary, the Society External Affairs Committee
- Chair meetings of the district events committee
- Participate in training carried out by the Society Events Committee
- Report three times a year to the district president and Society Events Committee on progress toward achieving Society and district work plans
- Attend all district board and House of Delegate meetings.

Directly communicates with: District president, district board, Society Events Committee.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Vice President for Marketing and Public Relations Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.2.5

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Demonstrated marketing and public relations expertise
- Able to conduct or use demographic research
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Willing to carry out responsibilities in his designated area as defined by the Society Marketing and Public Relations Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Responsible for ensuring that the district, its chapters, choruses, and quartets have the marketing, image- and awareness-building tools to take advantage of their unique assets, and use them to increase market penetration by matching their unique assets to community needs
- Provide programs and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment
- Provide chapters with guidelines for improving public awareness and appreciation of the Society through support of unified service projects, and local charities
- Promote the sale and distribution of Society merchandise to advertise the Society and promote pride in the hobby
- Liaison between the district and the Society Marketing and Public Relations Committee
- Participate in training carried out by the Society Marketing and Public Relations Committee
- Report three times a year to the district president and Society Marketing and Public Relations Committee on progress toward achieving Society and district work plans
- Attend all district board and House of Delegate meetings.

Directly communicates with: District president, district board, Society Marketing and Public Relations Committee, and all forms of media and community information distribution channels.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Vice President for Membership Development Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.2.6

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Familiar with programs that can stimulate new members to join the Society and help retention of current members, and able to provide inspiration for membership development and retention and the formation of extension sites and new chapters
- Able to conduct or use demographic research
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Willing to carry out responsibilities in his designated area as defined by the Society Membership Development Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Provide inspiration and ideas in the district to promote membership recruitment and retention of members and the formation of chapters
- Use, develop, refine, and implement programs that will stimulate target-marketed members to join the Society in district chapters
- Seek out attractive extension sites for new chapters within the district, and use Society extension programs
- Monitor members' perceptions of services provided by district and Society and report them to Membership Development Committee and staff liaison
- Responsible for effective communication and promotion of district activities through regularly distributed bulletins, and encouraging development of informative chapter bulletins
- Liaison between the district and the Society Membership Development Committee
- Participate in training carried out by the Society Membership Development Committee
- Report three times a year to the district president and Society Membership Development Committee on progress toward achieving Society and district work plans
- Attend all district board and House of Delegate meetings.

Directly communicates with: District president, district board, Society Membership Development Committee, chapter vice presidents of chapter development.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Vice President for Music and Performance Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.2.7

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Respected musician/performer who is an extraordinarily strong administrator, with an ability to manage people well and follow up effectively
- Committed to, and possessing an understanding of, the vision and mission of the Society and the district
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an effective vice president
- Willing to carry out responsibilities in his designated area as defined by the Society Music and Performance Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Responsible for all music activities within the district that will improve and expand the musical knowledge and performance abilities of the membership, including but not limited to:
 - ◊ Quartet and chorus coaching programs, including music coaches guilds and music and performance-coach training
 - ◊ Developing and administering performance evaluation programs for quartets and choruses
 - ◊ District music education schools
 - ◊ Coordination of all Society music representative visitations to the district
 - ◊ Communications with local music educators and developing student participation in college and high school quartet contests
- Coordinating with the district VP of events to make all arrangements for the annual district HEP School (or equivalent), making arrangements for facilities, faculty, and classes offered
- Participate in training carried out by the Society Music and Performance Committee
- Report three times a year to the district president and Society Music and Performance Committee on progress toward achieving Society and district work plans
- Attend all district board and House of Delegate meetings.

Directly communicates with: District president, district board, Society Music and Performance Committee, chapter counselors and members of the district coaches guild.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Young Men In Harmony (YMIH) Committee Job Description

Creation Authority: Standard District Bylaws
 Election

Elected: District HOD

Operations Manual Reference: 3.2.2.2.8

Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
- Respected musician/performer who is an **extraordinarily strong administrator**, with an **ability to manage people well and follow up effectively**
- Committed to, and possessing an understanding of, the vision and mission of the Society and the district
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, **teamwork**
- Possessing experience, knowledge, talent, leadership and communication skills, and expertise that will enable him to be an **effective vice president**
- Willing to carry out responsibilities in his designated area as defined by the Society Music and Performance Committee in keeping with the strategic goals established by the Society Board, and willing to be responsible for assessing results of the work in the district
- Able to bring fresh perspectives and add diversity to the board.

Duties:

- Implement all Society and district YMIH programs
- **Assist chapters** in establishing chapter YMIH programs and chapter teams in working with local school and college administrators and music educators to establish harmony singing groups
- Identify and encourage others within the district to seek put education opportunities for young men that can be organized and/or supported by the district, individual chapters, and the YMIH team
- Establish and effectively manage the **district YMIH budget**
- **Effectively communicate** with chapter YMIH representatives, through electronic and printed media, as necessary, the status, plans, and activities of the district's YMIH programs
- **Assist music educators** in developing, primarily within young men, a sense of singing as a life-long activity
- **Identify and suggest performance opportunities** to groups of student harmony singers within the district, including, but not limited to, festivals, workshops, clinics, chapter shows, and contests
- Develop a **network of Society members with music education experience** who can review, evaluate, and recommend improvements in youth quartet and chorus performances so as to enhance their quality
- **Coordinate with the District Vice President for Music and Performance all visits of Society** music representatives to the district, to ensure adequate attention to the district's YMIH programs
- **Ensure appropriate representation of the district youth activities and services team** at all district Board of Directors and House of Delegates meeting
- **Organize and chair a district YMIH team** that will provide the leadership for district YMIH activities
- **Provide liaison** between the district and the Society YMIH Committee
- Report three times a year to the district president and Society Young Men in Harmony Committee on progress toward achieving Society and district work plans
- **Attend all district board and House of Delegate meetings.**

Directly communicates with: District president, district board, district committee chairmen, Society YMIH Committee, Society Music and Performance Committee, chapter vice presidents for YMIH, chapter counselors, and members of the district's coaches guild.

Mandatory Reports

Type	To	CC	Due
Budget	District treasurer	District president	Before Fall HOD
Work plan/status	District president	District Board	May 1, September 1, January 1

District Secretary Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.3

Elected: District HOD election
Term: 1-year, renewable

Desired background/capability:

- Society member for at least five years, and member of a chapter in the district other than the Frank H. Thorne chapter
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership, communication skills, and computer skills that will enable him to be an effective secretary.

Duties:

- Recording and corresponding secretary for the district
- Custodian of the district calendar and district documents
- Issues chapter show clearances and licenses and maintains a list of and publicizes chapter shows
- Records and transcribes the minutes of all district meetings
- Calls all the district officials and chapter delegates to their appropriate meetings
- Prepares minutes on all board actions and distributes them, as well as district regulations and statements of policy, to chapter delegates
- Responsible for preparing and distributing the annual District Directory
- Attends all district board and House of Delegates meetings.

Directly communicates with: District president, district Board, committee chairmen, chapter show chairmen, Society Managing Director of Public Relations, Society Director of Finance and Administration, district bulletin editor.

Mandatory Reports

Type	To	CC	Due
Budget and work plan	District president	District treasurer	Fall Board
Meeting minutes	President/Board	File	As required
Bi-monthly	District president	Selected chairmen	As necessary
Semi-annual status	District president	District Board	June 1, January 1

District Treasurer Job Description

Creation Authority: Standard District Bylaws
Operations Manual Reference: 3.2.2.4

Elected: District HOD election
Term: 1 or 2 years

Desired background/capability:

- Society member for at least five years, and member of a chapter in the district other than the Frank H. Thorne chapter
- Committed to, and possessing an understanding of, the vision and mission of the Society
- Willing to be accountable for the performance of the district board
- Committed to, and possessing a demonstrated ability in, teamwork
- Possessing experience, knowledge, talent, leadership, communication skills, computer skills, and specialized financial expertise that will enable him to be an effective treasurer.

Duties:

- Financial manager of the district budget, income, and expense disbursements
- Maintain financial records, analyze expenditures and be cognizant of state/federal or province/dominion policies regarding non-profit organizations
- Member of the district finance committee, which reviews policy and financial accounting
- Submit appropriate financial reports to the district and Society Board of Directors
- Attend all district board and House of Delegates meetings.

Directly communicates with: District president, district Board, committee chairmen, Society Director of Finance and Administration.

Mandatory Reports

Type	To	CC	Due
Budget	District Board, HOD		Fall Board, HOD
Work plan	President/Board		Fall HOD
Status	District president	Selected chairmen	Monthly