

Gentlemen of the Hall

Date: 4/21/2013

Date Edited:

- 1.) Rehearsals will be run by the Music Director. He is the authority figure and will delegate tasks to others in order to ensure the members of the Gentlemen of the Hall are learning their material.*
- 2.) The Music Director will also be charged with the task of creating an agenda for the rehearsal before each rehearsal.*
- 3.) The Executive Board will after each rehearsal. The Executive Board can also have meetings outside this time frame.*
- 4.) Executive Board Job descriptions:*

President: Runs E-Board meetings, along with the Music Director, is the only one who can speak at rehearsals, faculty representative of the group, leader of the business portion of the group, oversees progress made in the group.

Vice President: Takes orders from President and Music Director, writes out minutes, is in charge of the email, advises the President and Music Director, takes over in absence of President, keeps file of paperwork and data.

Music Director: Runs all rehearsals, in charge of educating all members on a cappella related material, approves arrangements, and delegates responsibilities among the general members for music related tasks.

Business Director: In charge of all fundraising for the group, in charge of keeping note of all the money the group has, in charge of setting up serenades, the first contact for concerts and events, works with communications director to efficiently promote events, attends faculty meetings on business related affairs.

Communications Director: In charge of spreading the word about events, the head of advertising, in charge of outgoing and incoming recruitment, first contact for public relation topics, in charge of keeping good relations with the Setonian and all other university publications.

5.) The President and Music Director will be the only two members that can talk during rehearsals. They can relay talking time to other members at their own discretion.

President:

Music Director:

Vice President:

Business Director:

Communications Director: