



Job Description

Committee Name: ONTA FAME COMMITTEE (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

Rationale: This committee exists to explore and develop opportunities for raising funds in order to provide financial assistance to the members of choruses and quartets when they represent the District at International Conventions.

Tasks & Responsibilities:

1. The Chairman should form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
2. Prepare an annual work plan and budget proposal and submit it to the Board of Directors for approval.
3. Submit progress reports on schedule.
4. Explore opportunities for raising funds and assume responsibility for the operation of the actual fund-raising events.
5. Ensure that the Onta Fame funds provided to the chapters and quartets are distributed in accordance with the District's Onta Fame policy.

Directly Communicates with: District President, Executive Vice-President, Vice-President of Public Relations, and President of Chapter and contact person(s) of quartet(s) and chorus(es) involved

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.