



**Job Description**

**Officer Position:** VICE PRESIDENT CHORUS DIRECTOR DEVELOPMENT. (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

**Rationale:** The Vice President Chorus Director Development is responsible to produce a program of training and educational events for the skill development of current and potential chorus directors.

**Tasks & Responsibilities:**

1. 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 an annual training plan.
3. Report to the BOD, DMT and HOD on the status and progress of training within the District.
4. Attend the Society's annual Leadership Forum when invited.
5. Be responsible for promoting, administering and recruiting participants for the Chorus Directors Workshop Intensive (CDWI), chorus director certification and chorus director training programs in the District and publicizing accomplishments of participants.
6. Recruit and develop a District faculty for chorus director training and maintain and disseminate training materials within the District.
7. Recruit potential CDWI trainers for certification.
8. Communicate, promote and coordinate all functions of chorus director recruitment and development in the District, including promotion of the program and its materials to non Society musicians within the District.
9. Maintain records on the CDWI and chorus director certification and chorus director development programs in the district and recommend the certification of chorus directors from the district, when appropriate.
10. Liaise with the Society Chorus Directors' Guild.
11. Develop an effective Chorus Directors' Guild in the District.
12. Participate in training carried out by the Society Chorus Director Development Committee.
13. Attend all DMT and HOD meetings.
14. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

**Directly Communicates with:** District President, BOD, DMT, Chapter chorus directors, assistant directors and Society Chorus Director Development Committee.

<b>Reports Required</b>			
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.