

Idaho-Washington Concert Chorale Policy Statement

Approved September 23, 2006

I. Statement of Purpose and Goals of Chorale

The Idaho/Washington Concert Chorale was incorporated in 2000 as a non-profit organization with tax-exempt status. The Idaho/Washington Concert Chorale consists of the Concert Chorale and its Board of Directors.

Mission Statement

We meet as a community to learn choral music, which we strive to perform at the highest possible level for the enjoyment and education of our audience and our own personal fulfillment.

II. Auditions

A. General Auditions

New Member auditions will be held prior to the first rehearsal of each concert. A committee comprised of each of the four section leaders, the current chorale conductor, and an accompanist will conduct auditions.

Interested persons will be given an audition time during which they may be expected to do any or all of the following:

- fill out an information sheet
- sing a familiar song such as America the Beautiful
- sing scales as requested by the committee
- sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
- sight sing a piece of music provided to them (other parts are played on the piano)
- answer any questions regarding their choral/vocal background the committee may ask

Once the audition is completed, the person may be asked to wait for a decision OR told they will receive a call. IF rehearsals begin on the same night as auditions, those asked to join will be expected to pay dues and attend rehearsal that evening. Prospective members will have been notified of these expectations prior to the audition. At the audition, prospective chorale members will be provided with a copy of these chorale policies.

B. Re-Auditioning

A lapse in participation is allowed for one full concert season. A lapse of more than one season will require that the member re-audition.

In an effort to ensure that we “perform at the highest possible level,” the conductor may privately request to hear voices of current members at any time, which may result in reassignment of voice part, counseling on vocal techniques, and/or a request that the member re-audition with the audition committee during the next general auditions.

C. Chamber Choir Auditions

Chamber Choir is a small ensemble comprised of currently active chorale members. This group gives qualified singers the opportunity to perform repertoire appropriate for a Chamber vocal ensemble. The Chamber Choir may supplement the full chorale repertoire in any given concert. It may also perform a concert apart from the full chorale. How the Chamber Choir is used and the number of

members it comprises in any given season will be determined by the Music Director and the executive committee and dictated by the repertoire chosen for that season.

Auditions will be held prior to the first rehearsal of each year. A committee comprised of each of the four section leaders, the current chorale conductor, and an accompanist will hear auditions. The section leaders and accompanist may share their impressions with the conductor. However, it is the sole responsibility of the conductor to select the Chamber Choir members.

Interested persons must be currently active members of the chorale and will be given an audition time during which they may be expected to do any or all of the following:

- sing a familiar song such as “America the Beautiful”
- sing scales as requested by the committee
- sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
- sight read music provided to them
- answer any questions regarding their choral/vocal background the committee may ask

Once the audition is completed, the person may be asked to wait for a decision OR told that they will receive a call.

D. Outside Engagement Group Auditions

On occasion that the chorale is asked to provide entertainment for hire, a group of musicians selected from the currently active chorale membership will perform this duty. Auditions for this group will be held at the same time as the Chamber Choir auditions. Members may elect to audition for one or both groups. A committee comprised of each of the four section leaders, the current chorale conductor, and an accompanist will conduct auditions. Interested persons will be given an audition time during which they may be expected to do any or all of the following:

- sing a familiar song such as “America the Beautiful”
- sing scales as requested by the committee
- sing from tonal memory (listen to a series of notes played on the piano and sing it back for the committee)
- sight read music provided to them
- answer any questions regarding their choral/vocal background the committee may ask

Once the audition is completed, the person may be asked to wait for a decision OR told that they will receive a call.

III. General Policy

By their acceptance of membership in the chorale, chorale members agree to conform to the policies stated herein.

A. Concert Attire/Dress Code

Men: Black tuxedo with white, tab-collared shirt, black bow tie, black cummerbund or black vest, black socks, black shoes.

Women: Black **floor length** dress (floor length means hem must brush top of shoe so that only tip of toe shows) made from pattern and material provided by the Chorale, black hose, black, closed-toed shoes, no jewelry other than stud-type, smaller than the ear-lobe earrings. **Hair adornments must be black.**

Both Men and Women: Unscented hair spray used well in advance; deodorant required; no perfume or cologne, no gum.

B. Music

Each Chorale member will be issued a numbered copy of the music being sung in a given concert AFTER the chorale member has paid his/her membership dues OR a request for scholarship toward his/her membership dues has been received and approved. Chorale members are wholly responsible for all Idaho/Washington Concert Chorale music issued to them over the course of the season. This responsibility includes returning music in the same condition as when issued. Marks should be made in pencil only. There should be no highlighting on the copies issued to chorale members. Music should be returned as “clean” as possible—leave musical markings and erase editorial comments. Failure to return music at the end of the season will result in a forfeiture of singing privileges until appropriate compensation for said music is received. Individual black concert folders can be purchased (from ChoralWeb Publishing) or individually provided by each chorale member.

C. Membership Dues

Annual membership dues for chorale members will be set prior to the start of each concert season by the Executive Committee. Membership dues will be used to cover, in large part, the cost of music and may also contribute to concert preparation (flyers, programs, tickets, etc.).

Scholarships may be available (subject to Executive Committee approval and availability of funds) for members who find the cost of the chorale membership dues a financial hardship.

Membership dues must be received OR a Scholarship must be must be approved before music will be issued

D. Complimentary Tickets

Each chorale member will be issued two complimentary tickets per year **once his/her Membership dues have been paid.**

IV. Attendance

A. Absences from Rehearsals, Dress Rehearsals, and Concerts

1. Chorale members are expected to attend ALL rehearsals for a given concert as listed on the rehearsal schedule provided. Extra rehearsals may be scheduled at the discretion of the chorale conductor and every member’s best faith effort to attend is expected. Dress rehearsal is the final rehearsal before the concert and does not require concert dress.
2. In the case of unexpected circumstances that will cause the chorale member to miss a concert, the section leader should be notified as soon as possible. Only at the discretion of the conductor may members who miss a concert sing in the remaining concert(s).
3. Chorale members intending to miss any given concert must notify the appropriate section leader at least one week before the first rehearsals begin for that concert.
4. Chorale members may miss 3 rehearsals or a number specified by the conductor (as may be the case when there are fewer rehearsals for a given concert), but **MUST** attend at least one dress rehearsal. All rehearsals count toward the number allowed (regular, extras, retreats, and dress rehearsals). A missed dress rehearsal counts as **TWO** missed rehearsals toward the number

allowed. If a chorale member misses the equivalent of more than the number allowed or both dress rehearsals, he/she may not sing in that concert series.

5. Policy Exceptions. In extenuating circumstances, the above policies may be waived. Examples:

- Absence not preplanned or previously known about and is generally out of the member’s control (such as a car accident, sudden and acute illness, etc.)
- If absence is an extenuating circumstance:

The member may be granted a “Readiness Audition” with the Music Director. In such a case, the Music Director will, at the time of the audition, choose passages of music for the member to sing. The Music Director will then determine if the member is prepared to sing in the concert.

B. Leave of Absence

A member of the chorale may take a leave of absence for a specified period of time (up to one full concert season) without effecting his/her membership status. If a member takes more than one season off, he/she will need to re-audition.

A member who plans to take a season or more off needs to notify his/her section leader as soon as possible.

V. Communication Guidelines

All members of the Idaho-Washington Concert Chorale care about the well being of the chorale and about singing good choral music with excellence in performance. Therefore, when differences of opinion arise, remember that we share common goals.

- Phrase and address your communication for the good of the chorale.
- Seek first to understand, then to be understood.
- Speak directly (in person) to those with whom you feel the need to communicate.
- If you want someone to know something, tell them with kindness.
- If you are unable to communicate on your own, ask someone to help you.
- Seek help from the IWCC Executive Committee.
- Speak only for yourself and only from your own experience.
- When disagreements arise, attack the problem, not the person.
- Email usage: use email for informational purposes. When communicating issues of a sensitive nature, please consider limiting the use of email. Email often escalates confusion and emotion, due to lack of facial expressions, body language and tone of voice.

VI. IWCC Expectations

A. Of Chorale Members:

- To follow dues policy as outlined in IWCC policies
- To follow attendance policy as outlined in IWCC policies
- To be punctual
- To be prepared for all rehearsals and performances (as defined by Music Director)
- To keep attention on conductor during rehearsals and performances
- To get markings from section leader when a rehearsal has been missed
- To adhere to performance dress code

- To share in the responsibility of making IWCC a viable organization: either by volunteering on a committee, assuming an office or chair position, selling ads, selling tickets, raising funds, contributing financially, etc.
- To communicate issues of concern in a professional manner
- To follow communication guidelines

B. Of Chorale Members Auditioning for Solos:

- To be performance ready at the time of auditions
- To work within the audition parameters as outlined by the Music Director
- To gain clarification on expectations/guidelines before auditions

C. Of IWCC Officers

- To fulfill duties as outlined in IWCC policy

D. Of Chorale Members volunteering for any IWCC position or activity

- To fulfill duties of the written job description when provided
- To fulfill the commitments the member made by volunteering including, but not limited to:
 - To the best of his/her ability
 - In a professional manner
 - In a timely manner

E. Of IWCC Board Members

- To fulfill the written job description
- To treat personnel issues and sensitive information regarding individual chorale members as confidential until information is ready to disseminate to members.
- To follow communication guidelines

F. Of Music Director/Concert Conductor:

- To meet duties as outlined in contract/job description
- To attend all rehearsals and performances
- To be punctual
- To be prepared for all rehearsals and performances
- To use rehearsal time efficiently
- To communicate on a regular basis with Rehearsal Accompanist
- To arrange for a substitute when absence is unavoidable
- To clearly communicate solo audition expectations
- To maximize the use of chorale member's time (e.g.: strategize sectionals to minimize wait time)
- To exercise sound judgment when holding solo auditions (hold at a separate time or within rehearsal, depending on needs)
- To employ positive feedback, praise, and constructive guidance when appropriate
- To conduct oneself in a professional manner during rehearsals and performances
- To communicate issues of concern in a professional manner
- To follow communication guidelines

G. Of Accompanist:

- To attend all rehearsals and performances
- To be punctual
- To be prepared for all rehearsals and performances (practicing outside of rehearsal)
- To arrange for a substitute when absence is necessary
- To arrange for substitute to have music in advance
- To work with soloists/instrumentalists/run sectionals when necessary

- To communicate on a regular basis with Music Director
- To conduct oneself in a professional manner during rehearsals and performances
- To communicate issues of concern in a professional manner
- To follow communication guidelines

H. Of Outside Musicians:

- To be performance ready at the time of auditions (when auditions are required)
- To attend all rehearsals and performances
- To be punctual
- To be prepared for all rehearsals and performances (practicing outside of rehearsal)
- To work within the audition/rehearsal parameters as outlined by the Music Director
- To gain clarification on expectations/guidelines before auditions
- To communicate issues of concern in a professional manner

VII. Chorale Officers and Section Leaders/Representatives, Duties and Responsibilities

A. Chorale Officers

The officers of the Idaho/Washington Concert Chorale shall consist of a President, Vice President, Secretary, and a Treasurer. Together with the chorale conductor, Marketing Director, and other appointed positions as requested by the President, the officers shall serve as the Executive Committee. Only Officers are voting members of the Executive Committee. Chorale officers shall be elected at the annual business meeting of the Chorale and shall serve their term of two years from the date of election. Officers may be elected to serve more than one term.

1. The President is a volunteer that serves as a link between the chorale membership and the Concert Chorale Board of Directors. He/she will be a member of the chorale. He/she will serve as a member of the Chorale Executive Committee and Board of Directors. His/her responsibilities will include but are not limited to the following:

- Chair Board of Directors and Executive Committee meetings;
- Communicate any concerns raised by the chorale membership to the Board of Directors;
- Communicate announcements, reminders, policy, etc., to the chorale membership;
- Facilitate chorale membership meetings;
- Communicate with the media in consultation with Marketing Director;
- Arrange for auditing the Chorale's records;
- Maintain and file legal organizational documents such as those required for Incorporation and non-profit status;
- Together with the Treasurer and the Marketing Director, prepare the annual budget for the Concert Chorale and making semi-annual financial reports to the membership;
- Appoint other non-elected positions within the Chorale after consultation with other members of the Executive Committee;
- Coordinate an annual performance review of the Music Director with input from the Board of Directors, Executive Committee, and the Chorale Membership;
- Other items that may fall to leadership and need attention.

2. The Vice President is a volunteer that serves as the link between the Chorale Music Director, Chorale performance and rehearsal venues, and the Executive Committee. He/she will be a member of the chorale. He/she shall serve as a member of the Chorale Executive Committee and the Board of Directors. His/her responsibilities will include but are not limited to the following:

- Together with the Music Director and Executive committee, create the season performance and rehearsal schedule;
- Schedule performance venues (in consultation with chorale conductor and Executive Committee regarding date, time, etc.)
- In coordination with the Chorale Music Director, schedule rehearsal venues;
- Publish and disseminate a written rehearsal and performance schedule at the beginning of the season when changes in the published schedule occur;
- Coordinate and execute notification of the membership when last minute changes are made to rehearsal schedules or venues;
- Coordinate dates with the audition committee and schedule general membership auditions prior to each concert series;
- Coordinate dates with the audition committee and the Music Director and schedule Chamber choir auditions at the beginning of each season;
- Schedule solo auditions in coordination with and as requested by the Music Director;
- Coordinate the orientation for new members;
- Handle details such as orchestra seating, music stands, instrument loans or rentals, conductor equipment needs, props, staging equipment requirements, coordination with the riser crew, green room, porta-potty, etc. for each concert;
- Coordinate repairs and/or tuning of chorale owned instruments;
- Coordinate and execute arrangements for the Annual Donor Reception after the Uniontown concert in May;
- In the absence of the President, communicate announcements, reminders, policy, etc., to the chorale membership;
- In the absence of the President, facilitate chorale membership meetings;
- In the absence of the President, Chair Board of Directors and Executive Committee meetings;
- Other duties as assigned/requested.

3. The Secretary is a volunteer who shall serve as a member of the Chorale Executive Committee and Board of Directors. He/she will be a member of the Chorale. His/her responsibilities will include but are not limited to the following:

- Create and provide attendance sheets to the section leaders at the start of each concert series;
- Record, prepare, and disseminate the minutes of Executive Committee meetings, Board of Directors meetings, and Chorale membership meetings; to be sent out to exec/board members within one week of meeting, for input;
- To generate a “to-do” list after each meeting; to be sent within one week after meeting and sent out again two weeks before next meeting;
- To disseminate (electronically) minutes to chorale members, once approved;
- Prepare and mail routine correspondence on behalf of the Concert Chorale as needed;
- Prepare and disseminate informational flyers and memos to the chorale membership;
- To generate thank-you letters; acquire appropriate signatures and mail letters to donors;

- Coordinate Summer Picnic details and send out post cards to the Chorale membership;
- Compile data from chorale membership surveys;
- Coordinate with and assist the Data Base manager;
- Pick up the mail from the P.O. Box prior to each Monday night rehearsal;
- Have a working knowledge of Word and Excel;
- Obtain current chorale member contact info from the data base manager, compile into a printed roster AND disseminate to chorale members at least semi-annually;
- Keep updated and provide the board of directors with a current board member roster;
- When necessary, call (or coordinate the calling of) all chorale members when last minute schedule or other changes occur;
- Print out, collate, stuff, and mail meeting or schedule information to all members on the Active Membership data base;
- Other duties as assigned/requested.

4. The Treasurer is a volunteer who shall serve as a member of the Chorale Executive Committee and Board of Directors. He/she will be a member of the Chorale. His/her responsibilities will include but are not limited to the following:

- Maintain an accurate accounting of donations made to the Chorale, issuing appropriate receipts, and providing a list of donors to the Data Base Manager, President and Marketing Director.
- Make deposits and pay bills in a timely fashion and keep accurate and complete records of all monetary transactions;
- Prepare and issue paychecks to paid personnel and hired musicians at each concert;
- File appropriate Federal 1099 forms, and file quarterly reports to Employment Security and Labor and Industries;
- Coordinate invoicing and receipt of program advertisement sales with the Advertising Sales Manager;
- Be responsible for maintaining cash boxes with adequate change for box office sales of tickets and other items;
- Supervise Receipt Treasurer in collection of chorale membership fees, revenue from various fundraisers, money from sales of concert tickets, concert CDs, and any other chorale offerings, and record all deposit details;
- Purchase and manage investments, such as Certificates of Deposit;
- Maintain accurate and up-to-date electronic and paper records of all financial receipts and expenditures;
- Be prepared for an audit of the Chorale financial records at all times;
- Together with the President and the Marketing Director, prepare the annual budget for the Chorale;
- Make semi-annual financial reports to the membership;
- Provide a verbal, and when requested, written financial report to the Executive Committee and Board of Directors during meetings;
- Make financial recommendations to the Executive Committee and Board of Directors when appropriate;
- Attend and participate in Executive Committee and Board of Directors meetings;
- Other duties as assigned/requested.

B. Section Leaders/Representatives

The Music Director, with approval from the executive committee, shall appoint Section Leaders at the annual business meeting who shall serve as members of the General and Chamber Membership Audition Committee. Section Leaders shall serve as the conduit by which chorale members report absences from rehearsals and performances to the Music Director.

Specific expectations:

- To take attendance at each rehearsal
- To arrange for a substitute when an absence is necessary
- To arrange for sectionals when necessary and/or at the request of the music director and/or section members
- To keep an accurate and complete recording of all music markings
- To make markings available to members who have been absent
- To conduct chorale auditions and assist with chamber auditions
- To attend exec committee meetings once every three months

C. Other Appointed Positions.

The President may choose to appoint Chorale members and others to the following positions. Under some circumstances, one person may be responsible for more than one position. A person in an appointed position may also be asked to serve on the Executive Committee and/or attend Executive Committee meetings when requested as a non-voting member.

The Marketing Director is a standing member of the Executive Committee and will have the responsibility of planning and, after consultation with the Executive Committee, carrying out advertising campaigns for the major concerts, contacting the arts editors of the newspapers to gain favorable coverage of the Chorale, seeking out and arranging for speakers at local civic events about the Chorale, and serving on the Budget Committee. Preparing and distributing public service announcements and advertisements (with approval of officers). The Marketing Director will coordinate the efforts of the Program Advertising Director and Concert Program Editor.

Specific Expectations:

- the Marketing Director will synchronize distribution of current season publicity (posters, etc.) with the beginning of the academic year; specifically, to finalize season's art work by August 1 and to have poster ready for distribution by September 1.
- **The Concert Program Editor** is responsible for laying out the program, gathering the notes from a knowledgeable source (usually the director), and arranging for the printing of the program and delivery of the program to the concert.
- The Stage Manager is responsible for working with the director and vice president to attend to all logistics and details necessary to ensure smooth transitions during concerts.
- The Box Office Manager takes care of all ticket sales and is responsible for maintaining database of season ticket purchasers, disseminating information about season tickets, selling season and individual tickets, and delivering tickets to merchant outlets. This person will work with the Marketing Director to work out design and logistics of ticket format.
- The House Manager is responsible for arranging for ticket sellers and ticket takers at the door of each concert, the signs to be displayed in the lobby area, and coordinating ticket sales at the door with the Box Office Manager.
- The Flower Coordinator is responsible for getting flowers do-

nated, picked up and distributed at concerts.

- The Program Advertising Manager is responsible for selling ads in the program. This person works under the direction of the Concert Program Editor.
- The Grant Writing Specialist is responsible for researching and writing grants.
- The Chorale Webmaster responsible for maintaining the Chorale's Web site and the liststerv.

The Music Librarian will have responsibility of preparing new music for distribution, maintaining accurate records of new music assigned, keeping accurate account of music returned as well as making good faith effort to get music that has not been returned.

The Data Base Manager will, using a specified software, maintain all contact information needed by IWCC.

- Specifically:
 - Membership
 - Donors
 - Season Ticket holders
 - Contact list for advertising purposes
- At least twice yearly, print a current roster for dissemination to chorale membership
- Provide chorale leadership with mailing labels and/or electronic files of specified roster upon request

The Receipts Treasurer is an appointed position under the supervision of the Treasurer.

Specific Expectations:

- Collect, record, and deposit monies received, as requested by the Treasurer which includes, but is not limited to: dues, donations, ad sales, season ticket and individual concert ticket sales, note card and CD sales, music folder and fabric sales, fundraising receipts, and box office receipts;
- provide Treasurer with deposit slip and deposit details (recording totals by account numbers established by Treasurer) for each deposit made;
- provide Treasurer with names, addresses, and amounts from donors and season ticket purchasers

VIII. Chorale Committees

These are considered leadership positions/functions of the chorale and, as such, are expected to serve as an example for the chorale membership as it relates to chorale policies, public relations, and good will for the organization.

A. Executive Committee

The Executive Committee consists of the chorale officers, the Marketing Director, the Music Director, and other appointed positions as requested by the President. The Executive Committee is responsible for conducting the day-to-day business of the Idaho/Washington Concert Chorale including, but not limited to:

1. Rehearsal, performance and venue scheduling.
2. Budget and planning for the concert season, including season ticket sales and approval of the repertoire.
3. Planning and preparing for concerts, including program design approval, etc.
4. Making recommendations on fund raising, additional concerts/venues, grant opportunities, etc.

5. Appointing committee members.
6. Paying the bills.
7. Providing assistance as needed to the chorale conductor.

B. Media Preparation Committee

The Media Preparation Committee will consist of the Marketing Director and all interested chorale members. This committee will be responsible for the preparation and distribution of all advertising copy, public service announcements, and press releases.

C. Music/Repertoire Committee

The Music/Repertoire Committee will consist of the chorale conductor and interested members of the chorale. This committee will be responsible for assisting the conductor in selecting program material for the upcoming concert season, preparing music estimates and justifications for presentation to the Executive Committee, and generally sharing ideas for concert “themes” and music with the Steering Committee in preparation for season ticket sales. Recommendations for the next season should be presented to the Board before the May concert in time to advertise our next season.

D. Social Enhancement Committee

The Social Enhancement Committee will consist of interested chorale members who will be responsible for planning and scheduling social activities for participation by chorale members.

E. Stage Preparation Committee

The Stage Preparation Committee, also known as the “Riser Crew,” is responsible for setting up for all concerts and dress rehearsals. Specifically, this includes moving, hauling, and setting up risers, bringing a podium and music stands, preparing area for chamber orchestra, restaging piano, etc., and returning everything to its rightful owners/place of origin following concerts. Some member of the committee may be charged with decorating the stage in accordance with the season or the theme of the concert. This committee will work with the Director and the Stage Manager.

F. Ticket Sales Committee

The Ticket Sales Committee consists of the Box Office Manager (as Chair) and interested chorale members who will be responsible for disseminating information on season ticket sales, selling season tickets, delivering ticket order forms to specific venues, arranging for ticket takers/sellers “at the door” for concerts, etc. ALL chorale members will be encouraged to sell season tickets.

G. Library Committee

This Committee assists the Music Librarian in his or her duties of preparing new music for distribution, cataloging it, filing returned music in the library.

H. Nominating Committee

Once a year, this committee works to determine the slate of officers to elect each year. They talk to each of the officers individually to determine whether they are willing to serve another term. They act as a conduit for other members to express their interest in being an officer, and they present the Chorale membership with a slate of officers to elect at the annual meeting. The chair of this committee presides over the meeting during the election of officers.

I. Budget Committee

Chaired by the Treasurer, this committee works out the annual budget to present for approval to the Board. The other members of the committee consist of the Marketing Director and the President. The committee will also prepare semi-annual reports for the rest of the board and the Chorale membership about the how well the Chorale is meeting its budget.

IX. Non-Officer Board Member Description and Responsibilities

Descriptions

There are two types of non-officer board member positions. The titles are Chorale Representative Board Member and Community Board Member. Both types hold two-year terms.

There are five Community Board Member positions. All members who hold these positions are elected from the community and are not singing members of the chorale.

There are two Chorale Representative Board Member positions. Both members holding these positions are current, active, singing members of the chorale.

With the four Officer positions bringing the total of board members elected from the chorale membership to six, the chorale representatives hold the majority.

Responsibilities

A. Community Board Members

- Participate in regular board of director’s meetings (quarterly);
- Attend the annual business meeting of the chorale (typically the Monday after the final concert of the season);
- Participate in other meetings as may be called to address more immediate concerns whenever possible;
- Represent the community perspective as it may impacts IWCC;
- Offer his/her area of expertise as may be beneficial to IWCC;
- Assist the executive committee in making governing decisions including, but not limited to annual budget approval, salary for the Music Director and accompanist, planning the future seasons, hiring/firing of paid persons;
- Serve on a committee created for a short term goal;
- Serve the corporation in good faith and in a manner reasonably believed to be in the best interest of the Corporation and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

B. Chorale Representative Board Members

- Participate in regular board of director’s meetings (quarterly);
- Attend the annual business meeting of the chorale (typically the Monday after the final concert of the season);
- Participate in other meetings as may be called to address more immediate concerns whenever possible;
- Represent the interests of the membership body as they may impact IWCC;
- Offer his/her area of expertise as may be beneficial to IWCC;
- Assist the executive committee in making governing decisions including, but not limited to annual budget approval, salary for the Music Director and accompanist, planning the future seasons, hiring/firing of paid persons;
- Serve on a committee created for a short term goal;
- Serve the corporation in good faith and in a manner reasonably believed to be in the best interest of the Corporation and

with such care as an ordinarily prudent person in a like position would use under similar circumstances.

X. Enforcement of These Policies

In the event a chorale member(s) does not comply with the policies of the Idaho/Washington Concert Chorale, the Executive Committee and Section Leaders will meet to determine the appropriate actions, if any, and to consider extenuating circumstances should they exist.

X. Changes in Chorale Policy

Any member of the Chorale may propose changes to these policies in writing to the Executive Committee. The Executive Committee will review the proposed changes. The President will present the proposed changes before the chorale membership where they must be approved by a two-thirds majority vote.

Chorale Policy Adopted by the Idaho-Washington Concert Chorale:

September 9, 2000

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