Timeline of LC Responsibilities

Ongoing	Bi-weekly	Monthly	Annually	As Needed
Chapter Development • Transmit TC Culture, Values, Singer Responsibilities • Develop/Manage Rehearsals Identify Rehearsal Themes ○ Review PTS Repertoire ■ Introduce New Songs ■ Practice Trio/Quartet Singing ■ Practice Singing to people in the chair • Singer Support ○ New Bedside Singers ○ Singer Confidence ■ Staying on Part ■ Blending ○ Vocal Skills (could be part of Rehearsals) ○ Music Fundamentals (could be part of Rehearsals) **Member Care** • Check on Singers ○ Illness, etc. **Outreach** • Maintain Relationships with Hospice/Other Relationships ○ Liaisons ■ VNA ■ VITAS ■ Salt Trails ■ Others?	**Technology** • Send out Rehearsal Reminders before Rehearsal • Update PTS Blog Home Page • Update the Rehearsal Song List on the PTS Blog • Monitor Unable to Attend Rehearsal Responses • Monitor Sing Reports	**Technology** • Review/Remind PTS Singers to check their email if their membership has expired • Submit Monthly Chapter Report to TC HQ	**Chapter Development** • Create/Review Anchor Development • Create/Review Path to Bedside **PTS Repertoire** • Review & Update Playlist • Review & Update Song Guide for New Singers • Create and Update Singer Lists ○ PTS Playlist ○ Song Guide for New Singers ○ Spanish Songs ○ Rounds ○ Melody In the Middle ○ Starting Pitch **Technology** • Review Photo Consent Forms • Review and Organize the Content PTS Google account "My Drive"	**Chapter Development** • Develop/Review Policies/Guidelines As Needed ○ Rehearsal Requirement for Bedside Singers ○ Masks ○ Others? **Finances** • Pass the Hat as needed • Record and track Chapter Income and Expenses ○ Make donational deposits ○ Submit reimbursement requests ○ Request PTS Virtual Account statements • Update Certificate of Insurance (seems to be connected to change of rental space) **Rehearsal Space Changes** **Technology** • Manage the Membership Contact Info • Add Membership List to PTS Blog • Add new PTS Calendar Events • Add new information to the PTS Blog • Membership Inquiries ○ Check & Respond to New Singer Inquiries coming to the PTS email ○ Respond to Prospective Singer Inquiries from TC Form