

## **Repertoire & Resources Roles and Responsibilities**

We see the R&R chair positions as a grassroots task. Those who accept the position of R&R in a specific area of interest should be proactive individuals who are willing and able to identify constituents who need their knowledge, talents, and services.

### Roles include:

- Youth Coordinator - includes Children's Community, Middle School/Junior High, and High School choirs
- Lifelong Coordinator - includes Community Choirs and Music in Worship
- Collegiate Choirs Coordinator - includes College Choirs and Student Activities
- Tenor/Bass Coordinator
- Soprano/Alto Coordinator
- Ethnic Music Coordinator
- Vocal Jazz Coordinator
- Contemporary/Commercial Coordinator
- Instrumental to Vocal Coordinator

\* One coordinator must be a liaison between the executive board and other R&R coordinators

### Duties include:

- Take a leadership role in communicating with ACDA repertoire area constituents.
- Communicate regularly with your Regional R&R Coordinator and the National R&R Chair.
- Attend the Voices United Conference annually.
- Attend regional and national conferences as you are able.
- Initiate and oversee events for your area of expertise, including but not limited to reading sessions at Voices United and/or Virginia Regional Workshops in collaboration with the Regional Coordinator.
- Provide repertoire and/or resource ideas for ACDA membership at least once a year.
- Provide an article for the Virginia Harmony Newsletter at least once a year.
- Serve as liaison between the Executive Board and the other R&R Chairs for one year. This is a rotating position between R&R chairs.
- Contact the President/President-Elect for new and renewed Chair appointments.

## **R&R Coordinator Timeline**

### **First Month**

- Submit webpage information (headshot, short bio, 2-minute video) to your State Communication Coordinator. [Fill out the form here](#)
- Make a video introduction, up to a 2-minute reel, explaining who you are, where you are located, and what you hope to accomplish in your R&R area for the state website and social media.

- Reach out to the Regional Coordinator and National Resource Leader in your area to let them know who you are and what you hope to accomplish.

### **First Three Months**

- Assist the State President in organizing/coordinating Honor Choirs, Interest sessions, reading sessions, and/or roundtables for State conferences.
- Write an article(s) and submit regular news briefs (and/or encourage conductors in your area to submit) for the State Communication Coordinator.
- Contact county choral music coordinators to find conductors who need your expertise in your area of interest.
- Request from the state membership chair those conductors who have identified specific R&R areas of interest

### **First Six Months**

- Recruit conductors in your area to participate in Honor Choirs, Interest sessions, reading sessions, and/or roundtables for State conferences.
- Collaborate with conductors in your area to write articles for newsletters.

### **Ongoing**

- Make every effort to attend state conferences and leadership meetings
- Attempt to attend regional and national conferences as available; if able to attend, participate in sessions related to your area
- Submit a report of annual activities and ideas for potential events in the upcoming year to your State president, Region coordinator, and Communications Coordinator for archival purposes