

# **CPA EXECUTIVE BOARD RESPONSIBILITIES**

- **President:**
  - Govern and manage CPA Board members to ensure action items are completed.
- **Secretary:**
  - Take minutes at each meeting; provide follow-up email with action items and minutes. Assist where needed.
- **Treasurer:**
  - Govern all student financial accounts, provide student account balances, and assist with entering finances on our finance program. Meet with Mr. Lunt weekly.
- **VP Concessions:**
  - Oversee concession selling at each choir event, purchase food, provide receipts for reimbursement, provide list of items that sell well and those that don't, and find helpers to assist.
- **VP Costumes:**
  - Work with Mr. Lunt with the costume needs of each choir. Oversee the parent costume helpers to insure that each choir's costume needs are taken care of.
- **VP Events:**
  - Provide ushers, parent help, and ticket takers for each event.
- **VP Food:**
  - Oversee meals for Show Choir Retreat, Blast, and other rehearsals as needed.
- **VP General Fundraising:**
  - Oversee Singing Telegrams, Daddy Daughter Dance, Donation Letter, and business sponsors.
- **VP Publicity:**
  - Initiate all aspects of publicity for the choir program (flyers, posters, newspaper submissions, TV).
- **VP Show Choir Expo. Invitational:**
  - Oversee all aspects of invitational including, food vendors, room assignments, hospitality, etc.
- **VP Spirit:**
  - Govern each choir spirit person in providing team building, and positive experiences for the students.
- **VP Student Fundraising:**
  - Oversee student Pizza Fundraiser, Yard Sale, and other individual fundraisers.
- **VP Tyros:**
  - Assist with parent volunteers for events.

# CPA COMMITTEE RESPONSIBILITIES

- **CONCESSIONS:**
  - Purchase food to sell at each event.
  - Count and deliver funds to treasurer.
  
- **COSTUMES:**
  - Size each student
  - Fabric research
  - Provide bids, return receipts
  - Coordinate with seamstresses
  - Coordinate cleaning and storing costumes
  - Performance check-off for each choir
  - Check-off hair and makeup at performances
  - Costume check off after performances.
  - Cleaning and mending costumes
  - Events:
    - Design and type programs for events
    - Design tickets for events
    - Oversee printing
    - Arrange ticket takers and ushers for events
    - CD/DVD sales
    - Arrange for money boxes
  
- **FOOD:**
  - Provide meals for Retreat, Blast, and other rehearsals
  - Tour food
  
- **GENERAL FUNDRAISING:**
  - Singing Valentines
  - Daddy Daughter Dance
  - Donation Letter
  - Research and write grants
  - Collect business adds, make sure they get in the programs
  
- **PUBLICITY:**
  - Flyers
  - Newspaper, TV, SFCN
  - Corporate performance, public events
  - City billing ads
  - Update Facebook and Youtube
  
- **SHOW CHOIR EXPO:**
  - Concessions
  - Judges table and lunch

- **SPIRIT:**
  - Provide team-building activities for all choirs
  - Provide quotes
  - Help with tour bag or folder
  
- **STUDENT FUNDRAISING:**
  - Select fundraisers for students
  - Collect and track money
  
- **TYROS:**
  - Parent volunteers
  - Assist with costumes
  - Assist Mr. Lunt