

R&R Coordinator and Chair Duties

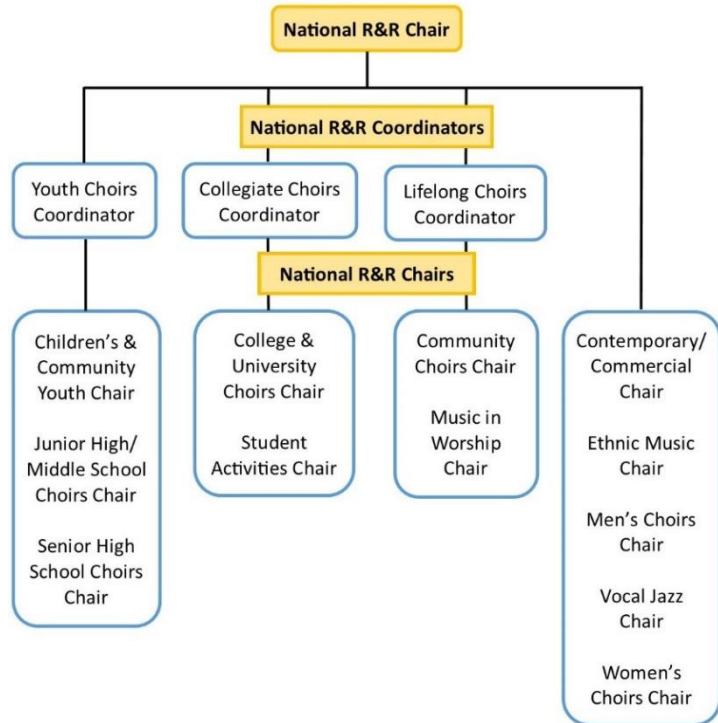
The role of the Choral Repertoire and Resources Committee is to foster and promote the performance of quality historical and contemporary repertoire. Committee members also serve as a resource for choral pedagogy and instructional strategies.

R&R Coordinator Duties

National R&R Coordinator Duties

- Take a leadership role in communicating with Region and State Coordinators, and ACDA constituents.
- Communicate regularly with your National R&R Chairs as well as the National R&R Chair.
- Attend National R&R Committee meetings preceding each national conference.
- Attend national leadership conferences on even years.
- Attend national conferences on odd years.
- National Conference-related responsibilities:
 - Attend R&R Coordinator meeting with National Chair, following R&R Committee meeting
 - Encourage outstanding conductors in your area to submit interest session proposals. - Encourage outstanding choirs in your area to submit recordings to be considered for performance.
 - Submit preferences for Interest session proposals to the conference committee.-Along with the respective National chair, offer advice and support to the genre-specific national honor choir (if applicable). This includes suggestions on conductors and managers.
 - Serve on audition panels for the selection of choirs to perform at the national conference.
- Coordinate with National R&R Chairs to regularly submit updates to the national office for the ACDA R&R webpages with resources for members. This includes leadership information and contact info, updated repertoire lists, and other pertinent information for your constituents.
- Be a contributing member to projects that are proposed by the National R&R Committee and/or National R&R Chair.
- Solicit or write and submit a minimum of three articles to be published in the *Choral Journal*: Due September 1, January 1 and May 1, annually.

R&R Structure at the National Level



- Coordinate with the National R&R Chairs to review submitted articles in specific genres as requested by the *Choral Journal* staff.
- Review or arrange for review of grant proposals submitted to ACDA's Fund for Tomorrow as requested by the National R&R Chair.
- Collect reports from National R&R Chairs. Submit annual report to National R&R Chair on or before June 1.
- Collect yearly region reports due to you on or before May 1.

Regional R&R Coordinator Duties

- Take a leadership role in communicating with State Coordinators.
- Communicate regularly with the Region Chairs, National Coordinator, and National Chair.
- Promote and organize region honor choirs, interest sessions, reading sessions, and roundtables at region conferences.
- Encourage projects listed above at the state level, and assist with the organization process in order to train constituents.
- Attend national and region conferences and subsequent region and national committee meetings called by the Region President and the National R&R Chair.
- Submit articles --- minimum of two annually --- and news briefs to the region newsletters
- Serve on audition panels for national, region, and state honor choirs and choral honor performances submitted by constituents.
- Encourage outstanding choirs in your area of expertise to submit performance recordings.
- Take an active part in national conference activities including roundtables, reading sessions, interest sessions, and volunteering with the national honor choirs (if applicable).
- Submit updated information to your region website regularly.
- Contact State Presidents/President-Elects for new and renewed appointments.
- Oversee projects that you and your region constituents deem necessary to assist in enhancing choral education in your area of R&R expertise.
- Collect yearly state reports, due on or before April 1.
- Submit region report and all state reports to the National Coordinator on or before May 1.

State R&R Coordinator Duties

- Take a leadership role in communicating with constituents.
- Communicate regularly with the Region Coordinator and State Chairs.
- Promote and organize state honor choirs, interest sessions, reading sessions, and roundtables at state conferences.
- Attend state and region conferences and state and region committee meetings that are called by the State President and Region Chair.
- Submit articles annually and news briefs to the state newsletter.
- Serve on state level audition panels for state and region honor choirs and choral honor performance recordings submitted by constituents.
- Take an active part in region conference activities including roundtables, reading sessions, interest sessions, and assist the Region Chair with the organizing and executing of region honor choirs (if applicable).
- Submit updated information to your state website regularly.
- Oversee projects that you and your state constituents deem necessary to assist in enhancing choral education in your area of R&R expertise.

- Submit a yearly report on all R&R activities within the state, to the Region Coordinator on or before April 1.

R&R Chair Duties

National R&R Chair Duties:

- Take a leadership role in communicating with Region and State Chairs, and ACDA constituents.
- Communicate regularly with your National R&R Coordinator as well as the National R&R Chair.
- Attend National R&R Committee meetings preceding each national conference.
- Attend national leadership conferences on even years.
- Attend national conferences on odd years.
- National conference-related responsibilities:
 - Preside at genre-specific R&R committee meeting (following national R&R committee meeting)
 - Along with regional chairs, select the music that is to be presented, organize and preside at genre-specific reading sessions.
 - Encourage outstanding conductors in your area of expertise to submit interest session proposals.
 - Encourage outstanding choirs in your area of expertise to submit recordings to be considered for performance.
 - Submit preferences for Interest session proposals to the conference committee.
 - Organize and preside at genre-specific roundtables.
 - Along with Region Chairs, offer advice and support to the genre-specific national honor choir (if applicable). This includes encouraging constituents to submit student applications and being present for portions of the rehearsals.
- Serve on region and national audition panels for the selection of choirs to perform at the national conference.
- Attend region and state conferences, and encourage and support your Region and State Chairs in all their endeavors.
- Oversee projects that you and your Region and State Chairs deem necessary to enhance choral education in your area.
- Contact Region Presidents/President-Elects for new and renewed chair appointments.
- After June 1 (upon consulting with the National R&R Chair) region chairs may be appointed by the genre-specific national chair. However, this approach is not recommended in order to maintain a good rapport with the region president.
- Send all appointment contracts to Region Chairs and encourage them to do the same with the State Chair appointments. Appointees may return them to you or to the National R&R Chair for distribution to the National R&R Committee Chairs.
- Submit annual report to National R&R Coordinator on or before June 1.
- Collect yearly regional reports due to you on or before May 1.
- Be a contributing member to projects that are proposed by the National R&R Committee and/or National R&R Chair.

Region R&R Chair Duties:

- Take a leadership role in communicating with State Chairs.
- Communicate regularly with the National Chair and Coordinator.

- Promote and help organize region honor choirs, interest sessions, reading sessions, and roundtables at region conferences.
- Encourage projects listed above at the state level, and assist with the organization process in order to train constituents.
- Attend national and region conferences and subsequent region and national committee meetings called by the Region President and the National R&R Chair.
- Submit articles and news briefs to the Region Coordinator regularly.
- Serve on audition panels for national, region, and state honor choirs and choral honor performances submitted by constituents.
- Encourage outstanding choirs in your area of expertise to submit performance recordings.
- Take an active part in national conference activities including roundtables, reading sessions, interest sessions, and volunteering with the national honor choirs (if applicable).
- Submit web page information to your Region Coordinator.
- Oversee projects that you and your region constituents deem necessary to assist in enhancing choral education in your area of R&R expertise.
- Collect yearly State Chair reports, due on or before April 1.
- Submit regional report and all state reports to the Region and National Coordinator on or before May 1.

State R&R Chair Duties:

- Take a leadership role in communicating with constituents.
- Communicate regularly with the Region Coordinator and Chair.
- Promote and organize state honor choirs, interest sessions, reading sessions, and roundtables at state conferences.
- Attend state and region conferences and state and region committee meetings that are called by the State President and Region Chair.
- Submit articles and news briefs to the State Coordinator regularly.
- Serve on state level audition panels for state and region honor choirs and choral honor performance recordings submitted by constituents.
- Take an active part in region conference activities including roundtables, reading sessions, interest sessions, and assist the Region Chair with the organizing and executing of region honor choirs (if applicable).
- Submit web page information to your State Coordinator.
- Oversee projects that you and your state constituents deem necessary to assist in enhancing choral education in your area of R&R expertise.
- Submit a yearly report on all R&R activities within the state to the Region Coordinator and Region Chair on or before April 1.