



Repertoire & Resources

Procedural Guide for National, Region, and State Repertoire & Resources Coordinators & Chairs

Revised May 2023

Adopted by the National Board June 6, 2023
Gretchen Harrison, National R & R Chair

FORWARD

R&R COMMITTEE PURPOSE AND FUNCTION

The Repertoire and Resources (R&R) areas provide support, vision, and resources for every major area of choral work. R & R chairs and Coordinators are positioned to provide vital content through the following:

- Literature recommendations
- Resource presentation
- Conference-related curated events
- Year-long programming of professional development opportunities
- Collaboration between R & R leadership at the state, region and national levels
- Member support and encouragement
- Direct impact on membership

Repertoire and Resources Committee Coordinators and Chairs serve as conductors, teachers, composers, and constituencies who share similar interests. R & R Leaders possess demonstrated expertise in a specific choral area and serve as leaders in the three primary efforts:

- Collaboration
- Communication
- Commitment

The information constructed within this document was designed to provide communication, education, and procedural guidance for Repertoire & Resources coordinators & chairs and ACDA Leadership.

It is our mission to form partnerships between R&R committees and the ACDA national, regional, and state leaders through education, cooperation,

communication, and dedication in our unending quest for excellence in the American Choral Directors Association.

Gretchen Harrison

National Repertoire and Resources Committee Chair

Revised 2023

National Repertoire and Resources Organizational Chart

National Chair of Repertoire & Resources (Elected)

Youth Choirs Coordinator

- Children's and Community Youth Choirs Chair
- Junior High/Middle School Choirs Chair
- Senior High School Choirs Chair

Collegiate Choirs Coordinator

- College & University Choirs
 - 4 year Co-Chair
 - 2 year Co-Chair
- Student Activities
 - Programming Co-Chair
 - Chapter Development Co-Chair

Lifelong Choirs Coordinator

- Community Choirs Chair
- Music in Worship Chair

Repertoire Specific Coordinator

- Contemporary/Commercial
 - Show Choir Co-Chair
 - Contemporary A Cappella Co-Chair
- World Musics and Cultures Chair
- Tenor-Bass Choirs Chair
- Vocal Jazz Chair
- Soprano-Alto Choirs Chair

NOTE: It is the expectation that the National R&R framework is mirrored at the Region and State levels.

Policy and Procedures for ALL R & R offices:

1. R & R positions are volunteer leadership positions. R & R leaders must maintain professional separation between their role with R & R and any potential for personal or professional gain, this includes financial gain.

Examples of separation between personal and professional include:

- Ensuring that your personal social media activity is separate from your R & R office and duties.
 - Not monetizing your ACDA work for personal gain.
 - Act cautiously when referring to your R & R title. It is part of your professional biography but does not grant you authority or entry over others.
2. R & R leaders have a duty to uphold National ACDA policies and to educate others on those policies.
 3. R & R leaders are expected to comply with and model the fair and legal use of copyrighted materials.
 4. R & R leaders are expected to reply to communications and meet deadlines in a timely manner.
 5. R&R leaders may not submit interest session proposals for a conference for which they are charged with planning and selecting content.
 6. R&R leaders may submit a performing choir application provided that the following procedures are followed and conditions are met:
 - a. The National Chair (or conference chair for Regions/States) notifies R&R leaders of a deadline in which they must declare that they will be submitting their choir for adjudication. The R&R chair must meet this deadline for consideration.

- b. The R&R Chair must secure a replacement to serve in their place on the adjudication committee by the articulated deadline. The replacement must bring equal experience and expertise as the Chair. Failure to meet the deadline may result in denial of the request.
- c. The R&R Chair proposes their replacement to the National Chair (or conference chair for Regions/States). This proposal should include the name, contact information, and professional biography/CV of the candidate.
- d. The National Chair (or conference chair for Regions/States) evaluates the replacement and grants approval at their sole discretion.
 - i. If approval is granted, the R&R Chair is released from their responsibility to adjudicate in their R&R area, however, they are still required to adjudicate in an alternative area if assigned.
 - ii. If approval is not granted, the R&R Chair must go through the process again to secure and propose a replacement. Their application for performing chairs cannot be considered until a suitable replacement has been secured and deadline extensions for adjudication will not be allowed. Securing an appropriate replacement is the sole responsibility of the R&R Chair making the request.

R & R APPOINTMENT PROCEDURES

NATIONAL R & R APPOINTMENT PROCEDURES

Announcement: National level R&R vacancies will be announced in the Choral Journal for a minimum of one month and will appear on the ACDA website and on all additional social media platforms for a minimum of one month.

Application: Applicants will submit their application materials to the national office and the National R&R Chair electronically using the link provided in the announcement. This process will also include the opportunity to accept nominations.

Review Process: Applications will be reviewed by the National R&R Chair and the outgoing Chairperson. The final slate will be presented to the Executive Board who will make the final appointments.

Contract and Term: The term is a two-year term, renewable 2 times (total of 6 consecutive years), at the discretion of the National R&R Chairperson and the Executive Board. A Memorandum of Understanding will be sent, signed and returned via link to the National R & R chair at the beginning of each term.

REGION R & R APPOINTMENT PROCEDURES

Contract and Term: Region R & R Coordinators and Chairs serve at the discretion of the Region President. The term is a two-year term, renewable 2 times (total of 6 consecutive years). At the conclusion of a Region President's term, it is common courtesy that the incoming Region President inform R & R coordinators/chairs, in advance and in writing, if their term will be renewed or if they will be concluding their service. This decision is at the sole discretion of the Region President.

Timeline and Protocol:

February 1: Region and state presidents send a letter to respective region and state R&R coordinators/chairs by thanking them for their service to ACDA and that re-appointment to the position is not automatic and is at the discretion of the incoming president. They should be notified by the President-Elect by March 1.

March 1: Region and state president-elects determine those R&R coordinators/chairs that are to be re-appointed or who will be concluding their service.

Between March 1 and no later than May 1: President-Elect re-appoints or appoints their coordinators/chairs. Sends finalized and names and contact information sent to the National R&R chair and ensures all R & R appointees attend the June Leadership Conference.

Appointments begin July 1.

R&R Coordinator Duties

National R&R Coordinator Duties:

1. Collaborate on activities, events and planning with R&R chairs within their area of responsibility.
2. Serve on evaluation teams for national conference events including, but not limited to, Interest Session and Performing Choirs teams.
3. Attend conference events of R&R chairs within their area of responsibility.
4. Initiate events for their area of expertise.
5. Serve as a liaison between the National Chair of R&R and the R&R leaders.
6. Complete evaluation of "Fund for Tomorrow" applications as requested.
7. Attend National Leadership Conference meetings annually.
8. Attend National Conferences on odd years. (Limited compensation is available for National R&R Committee members who attend National Conferences.)
9. Provide an article for the Choral Journal in collaboration with articles due from R&R chairs within your responsibility on a rotation established by the National Chair.
10. Provide repertoire and/or resource ideas for ACDA membership a minimum of twice a year under the direction of the National Chair.

R&R Chair Duties

National R&R Chair Duties

1. Take a leadership role in communicating with Region and State Chairs, and ACDA constituents.
2. Communicate regularly with your National R&R Coordinator as well as the National R&R Chair.
3. Attend National R&R Committee meetings preceding each National Conference.
4. Attend the National Leadership Conference annually.
5. Attend National Conferences on odd years. (Limited compensation is available for National R&R Committee members who attend National Conferences.)
6. National Conference-related responsibilities, with the support of the Coordinator:
 - a. Required to lead an In-Person Reading Session for National Conference and design and deliver a virtual reading session annually for distribution shortly thereafter
 - b. Required to organize and present a Forum proposal for your genre-specific area.
 - c. Preside at genre-specific R&R Committee meeting
 - d. Encourage conductors in your area of expertise to submit interest session proposals.
 - e. Encourage choirs in your area of expertise to submit recordings to be considered for performance.
 - f. Required to serve on audition panels for the selection of choirs to perform on the National Conference.
 - g. Required to serve on the adjudication panel for the selection of interest sessions
 - h. 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.

- i. Serve on regional and national audition panels for the selection of choirs to perform on the National Conference, as requested.
7. Encourage and support your Region and State Chairs in all their endeavors, with the support of the Coordinator.
8. Oversee projects that you and your Region and State Chairs deem necessary to enhance choral education in your area.
9. Contact Region Presidents/President-Elects for new and renewed Chair appointments.
10. Complete R&R report by October 1. The report will be submitted electronically to the National ACDA office and the National R&R Chair.
11. Coordinate two additional professional development or programming opportunities annually outside of the conference setting
12. Be a contributing member to projects that are proposed by the National R&R Committee and/or National R&R Chair.

Removal from office:

An R & R leader (chair or coordinator) may be removed from office for failure to conduct their duties. Additionally, they may be removed for conduct that is discriminatory or other activity that defames the reputation of ACDA.

Removal Procedures:

National Level: An R & R chair or coordinator may be removed from office when the National Chair recommends their removal to the National Board. The National Board will make the final decision on the recommendation.

Region Level: An R & R chair or coordinator may be removed from office when the Region President recommends their removal to the National R & R Chair. The National R & R Chair, in coordination with the Region President, will make the decision. The Region President and the National R

& R chair will inform the National President & Executive Director of the decision.

State Level: An R & R chair or coordinator may be removed from office when the State President recommends removal to the Region President. The Region President will inform the National R & R Chair. The Region President, in coordination with the State President, will make the final determination.

In all cases, if the involved leadership cannot come to a joint decision, the National Chair for R & R will bring the item to the National Board for a decision.