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MUMGC EXECUTIVE BOARD 2020 - 2021

LEADERSHIP TEAM 2020-2021 APPOINTED POSITIONS

Below is a description of the way the Leadership Team will operate and be organized. This is a new system based upon previous systems to ensure the thoughtful execution of the desires of the group. In brief, the various Chair Positions will report to the Executive Officers they are listed under, and the Coordinators will report to and work with the Chairs. Every position is very important to the smooth operation of Club and each is to be taken seriously. Each group of positions will make up committees that collectively work with the specific Executive Officer they report to.

Moving forward into the future of Glee Club it should be almost assumed that every Executive Officer at one point held a chaired position. So, if you are interested in running for the Executive Board in the future, you are highly encouraged to apply for an appointed position. These positions are a great way to both have a voice in Club and give back to the group.

The 2020-2021 academic year at Miami University is to be one the most challenging years this group has ever seen. We need you to be a part of this effort, and we need to your support. We can only weather this pandemic as a strong and unified Leadership Team.

After reading through this document, please go to the survey attached in the email you received and fill that out. This entire process should be treated as a job application and interview, so please be professional.

PRESIDENT

The President's Chair Positions differ from other Executive Board Positions in that they all more or less equally report to the President. The President will work closest with the Warden by nature to ensure all members of the Leadership Team are held accountable for their work.

Warden

- This position will be tasked with managing all accountability of the Executive Board and the Leadership Team, including managing the Strike System to keep accountability amongst chairs and subsequent coordinator positions
- Limiting and minimizing our exposure to risk is critical. The Warden will report directly to the President and inform him of any activity or event that does not seem appropriate.

Philanthropy Chair

- This position will be tasked with planning a minimal of 1 philanthropy event per month. These events can have a wide variety and creativity is encouraged.
- This position will briefly present their month events to the Executive Board every month, reporting on the previous one and what the next one will be.
- They will be willing to take on the responsibility of finding new projects for the group to take part in and working with VP to get people interested, and the Publicity Director to make sure these events are known about.
- All events need to be approved by the Executive Board and Dr.Jones.

Tour Manager & Committee

- This group of people will work directly with Dr. Jones and the President to help plan out all tours.

Section Leaders

- These members will ensure that rehearsal space is ready for every rehearsal and is clean after every rehearsal;
- Inform members that missed rehearsal of notes and any other information those members need;
- Manage section points for point system.

VICE PRESIDENT

The Vice President will work closest with Brotherhood chair, with subsequent coordinators reporting to the chairperson.

Brotherhood Chair

- The Brotherhood Chair will be responsible for coordinating all aspects of the “fun stuff” that needs planned.
- This chair will also act as a Recruitment Chair in the beginning of the semesters, aiding the Marketing Chair and Publicity Director officer in any and all planning needed.
- Socials, brotherhood events, and sports are all areas where we can improve not by heavy lifting of everyone in Club, but by one individual working in conjunction with the President, Vice President, Warden, and the Brotherhood Committee.

Engagement Coordinator

- This person is tasked with increasing interest in Winter Tours, European Tours, and other events;
- Participate on the recruitment team to help bring more members into club;
- Work with Marketing Chair to run “New Guy of the Day” and other similar interactive moments during rehearsal and for online advertisements.

Intramural Coordinator

- This person will be in charge of signing the Glee Club up for whatever intramural teams are popular each year;
- Coordinating with the Brotherhood Chair, Treasurer, and Director to make sure that sports are affordable, deadlines for payments are not missed, and that delinquent payments are met;
- Ensure to communicate roster and other deadlines associated with intramural sports to Club

TREASURER

The Treasurer will work closest with the Events Chair and Merchandise Chair, with subsequent coordinators reporting to the chairperson(s).

Events Chair

- Events are a common part of being involved in the Glee Club. Some events include: Banquet, the Welcome Cookout, or small trips for "breakout" concerts, among numerous others.
- The Events Chair will work with the Events Committee to make sure once the Officer Board has communicated what is needed that it is carried out with little direct involvement from the officer board. The Events Chair will report to the Treasurer seeing that most events deal with money transactions.

Food Coordinator

- At any point when the Glee Club is meeting and food is being provided the Food Coordinator will be given a budget for food purchasing, and usually with a suggested supplier;
- The Food Coordinator must have all essentials for foodstuffs as well as coordinate timing of delivery with the Events Chair;
- The Food Coordinator is expected to negotiate prices at a discount given the Glee Club's position as a non-profit, government funded university student organization.

Concessions Coordinator

- The Concessions Coordinator is in charge of ensuring all members of Club are informed about concessions and any needed training;
- Reaching out to find concessions opportunities to help members of club pay for tours.

Fundraising Coordinator

- The Fundraising Coordinator is in charge of working with the Treasurer, Events Coordinator, Merchandise Chair, and any other necessary members to set up and execute fundraising opportunities on behalf of the Glee Club.

Merchandise Chair

- The Merchandise Chair is in charge of making sure there are Clubbers selling Glee Club CDs and other merchandise at the end of each concert;
- Coordinating with the Director and Secretary any Clubber that may wish to purchase a CD of a previous concert;
- Storing and taking inventory of all physical items owned by the Glee Club

SECRETARY

The Secretary will work closest with subsequent coordinators for day to day operations of the group. The Historian Chair will also be in close communication outside of daily operations.

Uniforms Coordinator

- The Uniforms Coordinator must see that by the end of the 2nd week of full Club rehearsals that everyone in need of a tuxedo or parts has been measured and the order has been placed;
- If any club member needs new pieces to their tuxedos, the Uniform Coordinator needs to get them replaced by the next concert;
- Making sure each member of Club has an official Club t-shirt;
- Organizing any t-shirt design with the Media Specialist and Merchandise Chair;
- Work with Treasurer to place order for all uniform items that are needed; Sorting, storing, and distributing all uniform items.

Music Librarians

- There will be two Music Librarians due to the nature of the position and they will have the following responsibilities:
- Ensuring all Clubbers have all required music in their folders and recording when music and folders are reported lost;
- Distributing and collecting all music;
- In particular, making sure new guys have access to copies of traditional pieces when needed.

Historian Chair

- This Historian Chair be tasked with working to create and maintain the History Archive as well as the Written History Project
- The Historian Chair is tasked with working with the VP to teach New Members the History of Glee Club;
- Working with the Marketing Chair and the Brotherhood Committee, they will produce a newsletter once a semester;

PUBLICITY DIRECTOR

The Publicity Director's Team is going to be one of the most critical aspects of the group for the 2020-2021 Academic year. Brothers appointed to this position must be extremely dedicated to their work due to the critical nature of communications during the COVID-19 Pandemic.

Marketing Chair

- The Marketing Chair is in charge of the entire marketing operation of Club along with the Publicity Director officer;
- They will be tasked with recruiting members for the Media Team to ensure representation of all members of the group featured in our media efforts.
- Working as a Recruitment Chair at the beginning of the year along with the Engagement Chair, the Marketing Chair needs to help recruit new members for Club;
- Using all sources of advertisement, both conventional and unconventional for the promotion of Glee Club concerts.

Alumni Relations Coordinator

- The Alumni Relations Chair is tasked with ensuring that the very large, and supportive Glee Club alumni base is notified any time there is a: concert, tour or mini tour, and/or major competition or conference;
- Working with the Marketing Chair, and the Brotherhood Committee to produce a newsletter once a semester;
- Working with the Historian on history-related outreach (e.g. Throwback Thursday, 18 of 9 nominees, etc.) and keeping the Brothers in Song group up to date.
- Organize sign-ups for Alumni Tours.