

ACDA NATIONAL COMMITTEE ON BOYCHOIRS

GUIDELINES

STATE CHAIRS:

- Be aggressive in identifying all of the boychoirs in your state. Communicate with these boychoirs via an occasional newsletter along with a roster of boychoirs.
- Once each year send a boychoir up-date to all directors of boychoirs in your state. Include names and addresses of new boychoir members of ACDA in your annual report.
- Notify all boychoir directors that you are serving as a resource person for repertoire and organization of boychoirs.
- Encourage boychoirs to send recordings of their choirs for consideration for performances at state, division, and national conventions.
- Encourage boychoir directors in your state to organize a boychoir festival each year.
- Submit scholarly articles or reports to your state newsletter and/or for consideration for publication in the *Choral Journal*.
- Hold a music reading session at your state convention.
- Encourage composers to create new compositions and arrangements for boy's voices. Make copies available to boychoir directors.
- Attend and participate actively in national and division conventions. Attend boychoir performances, clinics, honor choirs, roundtable discussions, and music reading sessions.
- Submit a state report to the division committee chair on or before **April 15**

Revised by:
Julian Ackerley, National Chair
R&S Committee on Boychoirs
2009

**ACDA COMMITTEE ON CHILDREN'S CHOIRS
(And Community Youth*)**

GUIDELINES

STATE CHAIRS:

- Attend division and state conventions and all scheduled division R&S committee meetings.
- Serve on the state convention planning committee.
- Submit an annual report in the required format by **April 15** to your division R&S committee chair and state president.
- Focus, direct, and stimulate activities that will have a positive impact on your constituency at the state level. Provide leadership and support for state-level projects.
 - Assist with planning children's choir activities at state conventions and workshop events.
 - Identify people in your state who work with children's choirs in schools, churches, and communities. Compile a list and forward to division chair.
 - Encourage outstanding children's choirs to audition for performance at division conferences.
 - Promote quality choral music for young singers based on appropriate range, suitable text, and voicing.
 - Identify and promote the recruitment of new ACDA members interested in children's choirs.
 - Serve as coordinator, presider, and facilitator at conference events – including roundtable sessions, honor choirs, reading sessions and other special projects.
 - Work closely with the state convention committee in developing and implementing innovative interest sessions for the state convention.
 - Work in close cooperation with your division R&S chair. Communicate often.
 - Submit R&S columns, reports, and articles to your state's newsletter. Compile articles or published works (repertoire lists, etc.) from or about your committee area and forward to Division Chair.

**Revised by:
Robyn Lana, National Chair
R&S Committee on Children's & Community Youth Choirs***

ACDA COMMITTEE ON COLLEGES & UNIVERSITIES

GUIDELINES

STATE CHAIRS:

- Attend national conferences.
- Attend division conferences.
- Attend state conferences and workshops.
- Assist in planning college/university activities for state conferences and workshops.
- Identify outstanding college/university choirs and encourage the director to audition for the state, division, and national conferences.
- Identify and encourage individuals from your state to submit proposals to be considered for interest sessions at state, division, and national conferences.
- Identify and encourage creative conductors and choral music educators from your state to submit articles to be considered for the *Choral Journal*.
- Serve as a conductor or accompanist for reading sessions at the state and division conferences when appropriate.
- Serve as a coordinator or facilitator for reading sessions and interest sessions at state conference events.
- Prepare an annual report and send to division chair and state president no later than **April 15** each year.

Revised by:
William McConnell, National Chair
R&S Committee on College and University Choirs
2009

ACDA NATIONAL COMMITTEE ON COMMUNITY CHOIRS

GUIDELINES

STATE CHAIRS:

- Be an advocate of the benefits of life-long singing in community choirs in your state.
- Submit a yearly report on all R&S activities within the state to the division chair on or before ***April 15.***
- Take a leadership role in *communicating* with constituents. Establish an e-mail newsletter or publish a periodical detailing the activities of community choruses within your state.
- *Communicate* regularly with the division chair and state president. Include them as a "copy to" addressee on all e-mails pertaining to community chorus activities in your chapter. This will keep them apprised of your activities.
- Provide division and national committee chair with names and contact information of ACDA-associated community choruses for inclusion in the National Community Chorus Directory. Include community choruses in all disciplines, i.e., men's, women's, children's, and multi-cultural community choruses. Include the name of the chorus, mailing addresses, phone numbers, and e-mail addresses.
- Attend state and division conventions and state and division committee meetings called by the state president and/or division R&S chair.
- Organize and promote state honor choirs, interest sessions, reading sessions, and roundtables at state conventions.
- Collaborate with other state R&S chairs to include community choruses in those disciplines activities Example: community children's choruses in elementary and/or middle school events, etc.
- Submit web page information to your state website.
- Submit articles and news briefs to the state newsletter.
- Serve on state-level audition panels for state and division honor choirs.
- Encourage outstanding community choruses to submit audition performance recordings for state and division conventions.
- Take an active role in state and division convention activities including roundtables, reading sessions, interest sessions, and assist the division chair with organizing and executing division honor choirs.
- Oversee projects that you and your state's constituents deem necessary to enhance community chorus activity in your state, to include but not be limited to:
Non-competitive community chorus festival(s) involving choruses of all disciplines, including SATB, men's, women's, and multi-cultural choruses.
Community chorus vocal/choral workshops to assist individual singers in improving their vocal and choral techniques.

State community chorus honor choir comprised of singers from ACDA-associated community choruses in the state to perform in various venues, thereby promoting ACDA as well as providing significant musical experiences for singers and audiences alike.

In conjunction with local music distributors, reading sessions of music appropriate to community chorus. Invite non-ACDA choral directors to attend and provide membership applications to encourage them to join ACDA.

Revised by:
Ronald J. Sayer, National Chair
R&S Committee on Community Chorus
2009

ACDA COMMITTEE ON ETHNIC & MULTICULTURAL PERSPECTIVES

GUIDELINES

STATE CHAIRS:

- Attend state and division conventions, state and division R & S committee meetings, and state board meetings.
- Take an active part in the division convention in one or more of the following areas: roundtables, reading sessions, interest sessions, and resource rooms. Support the division chair in the organization of a multicultural honor choir.
- Organize and lead interest sessions, reading sessions, roundtables, resource rooms, and multicultural honor choirs at state conventions.
- Encourage outstanding choirs that promote and perform ethnic and multicultural choral music to apply to perform at state, division, and national conventions.
- Serve on audition panels for division and state honor choirs and choral honor choir performances submitted by constituents.
- Oversee projects that you and state constituents deem necessary to assist in enhancing choral education in ethnic and multicultural music.
- Submit articles, news briefs and repertoire lists for publication in the state newsletter.
- Submit web page information to your state web site.
- Maintain ongoing communication with the division chair
- Take a leadership role in communicating with constituents.
- Prepare and submit an annual state chair report to the division chair on or before April 15.

**Revised by:
Sharon Davis Gratto
R&S Committee on Ethnic & Multicultural Perspectives
2008**

ACDA COMMITTEE ON JR. HIGH/MIDDLE SCHOOL CHOIRS

GUIDELINES

STATE CHAIRS:

- Attend state, division, and national conventions.
- Represent your state at national and division meetings and training sessions.
- Submit a yearly report on all R&S activities within the state to the division chair (due April 15).
- Take an active leadership role in communicating with constituents within the state. Present a report on jr. high/middle school choir activity from the national convention and division convention to your state, through your state newsletter or planned event at state conferences.
- Communicate regularly with the division chair via e-mail, phone, or standard mail.
- Promote and organize state honor choirs, interest sessions, reading sessions, and roundtables for the state level conventions.
- Submit articles and news briefs to the state newsletter.
- Submit web page information to your state website. Keep information current.
- Serve on the state level audition panel for state and division honor choirs, as well as choir performance tapes submitted by constituents.
- Take an active part in the division convention activities. Assist the division chair with the organization and execution of division honor choirs. Be available when needed!
- Encourage participation in choral festivals, honor choirs, and contests.
- Encourage outstanding jr. high/middle school choirs to audition for performance at state and division conventions.
- Be a junior high/middle school advocate! Initiate projects that you and your state constituents deem necessary to assist in the enhancement of choral education at the junior high/middle school level.
- Identify and promote the recruitment of new ACDA members interested in jr. high/middle school choirs.
- Encourage excellence through outstanding leadership. Set the example!

**Revised by:
Gretchen Harrison, National Chair
R&S Committee on Junior High/Middle School Choirs
2009**

ACDA COMMITTEE ON MALE CHOIRS

GUIDELINES

STATE CHAIRS:

- Attend all ACDA division conferences and meetings. Be responsive to requests from your division chair.
- Attend your own division convention and as many state ACDA activities as possible.
- Function as a resource person within your state regarding all matters related to the Male Chorus R&S area. This includes the active participation as a state board member and encouraging activities within your state to promote interest in male chorus.
- Identify and encourage outstanding choirs in your state to audition for performance at state, division, and national conventions.
- Identify and encourage outstanding clinicians in your R&S area to submit proposals for interest sessions at state, division, and national conferences.
- Demonstrate enthusiasm for the male chorus area by soliciting articles and news items for state and division newsletters and the *Choral Journal*.
- Promote the highest quality literature for men's chorus by continually monitoring new publications and recommending them for reading sessions at conventions and other ACDA events where appropriate.
- Encourage the commissioning of men's chorus works. Act as a resource person for male choirs in your area who seek to commission new works. Direct them toward composers who have demonstrated excellence on a consistent basis.
- Attend live performances whenever possible and seek out new recordings by collegiate, community and professional men's choirs. Consider submitting reviews to appropriate newsletters.
- Prepare and submit a written report to your division chair by **April 15**.
- Encourage non-competitive festivals involving male choirs at the regional, state and divisional levels, which would involve both academic and community-based choirs.
- Serve as a liaison between your division and your active male chorus constituency.
- Serve as a coordinator, presider, and facilitator at convention events.

Revised by:
Frank S. Albinder, National Chair
R&S Committee on Male Choirs
2005

ACDA COMMITTEE ON MUSIC IN WORSHIP

GUIDELINES

STATE CHAIRS:

- The first goal for Music in Worship Leadership within the ACDA is to respectfully minister to others; working cooperatively with Grace, Compassion, and Love.
- Communicate via e-mail or phone with the division chair and other members of the music in worship committee as necessary.
- Serve as a strong and responsible leader representing your state on the division R&S Music in Worship Committee.
- Provide strong and organized leadership to the state membership in the area of music in worship by attending and participating in state leadership meetings and other state events.
- Encourage the submission of articles on topics related to music and worship to the national Music in Worship Chair for publication in the *Choral Journal*.
- Regularly submit articles to the state newsletter. The state chair may write these or the chair may engage others to write articles on their behalf.
- Suggest at least one outstanding interest session proposal for each division convention, to the division Music in Worship Chair, following appropriate deadlines. Seek proposals from the membership when possible.
- Seek to schedule a reading session at the state convention or other state events. You are encouraged to engage an outstanding director who specializes in sacred music to select and direct the session.
- If roundtables are scheduled at the state convention, schedule one for music in worship constituents. Focus the group discussion around a particular topic or topics.
- Actively participate in state committee meetings and events, and be an advocate for music in worship at state events.
- Represent music in worship at state conventions/meetings; preferably serve on the state convention planning committee.
- Attend all ACDA division conventions. Attend music in worship division committee meetings and support with your leadership, participation in the music and worship events at the national convention.

- Identify and encourage outstanding choirs at the state, division, and national levels to submit audition materials for conventions.
- Prepare the annual state report and submit to the division chair and state president by **April 15** using the report template found at www.acda.org.
- Encourage other choral directors involved with worship music to join ACDA.
- Seek to serve, lead, and provide resources in music in worship to the membership of ACDA. Listen and respond to the membership to better equip, encourage, and foster excellence in worship music.
- State chairs have the unique ability to organize regional music in worship events. Such events may be festivals, clinics, reading sessions, or others the chair may envision. Events need to be self-sustaining and some seed money may be available (check with division chairs).

**Revised by:
Paul A. Aitken, National Chair
R&S Committee on Music in Worship
2007**

ACDA COMMITTEE ON SENIOR HIGH SCHOOL CHOIRS

GUIDELINES

STATE CHAIRS:

- Attend all national conventions.
- Attend division conventions.
- Communicate often with division chair, state president, and colleagues.
- Prepare annual report and send to division chair by **April 15** each year.
- Write or solicit articles for your state newsletter related to the topic of high school choral excellence.
- Prepare and submit interest session proposals for state and division conferences following submission guidelines and deadlines.
- Submit the repertoire for state convention reading session to the reading session chair. Involve other choral directors in review of the literature.
- Identify and encourage outstanding choirs in your state to audition for performance and interest sessions at state and division conventions.
- Promote the recruitment of new ACDA members by identifying and encouraging outstanding directors in your state to become more involved in mentoring newer directors.
- Present report on high school choir activity from the national convention and division convention to your state, through your state newsletter or planned event at state conferences.
- Identify people in your state who work with high school choirs in schools, churches, and communities. Compile a list and forward to division chair for inclusion in the National High School Choirs Directory.
- Promote music of the highest quality for all high school students based on appropriate range, suitable text, and voicing.
- Compile articles or published works (repertoire lists, etc.) from or about your committee area and forward to division chair.
- Encourage opportunities for high school students to listen to choral music performances by other high school choirs through non-competitive high school choir festivals, which promote excellence in tone, repertoire, and performance practice.
- Serve as coordinator, presider, and facilitator at conference events.
- Serve your R&S constituents by modeling visionary leadership, listening and responding to your state members, and involving your colleagues in decision making for various R&S projects and presentations.

Revised:

**Amy Johnston Blosser, National Chair
R&S Committee on Senior High School Choirs
2007**

ACDA COMMITTEE ON SHOW CHOIRS

GUIDELINES

STATE CHAIRS:

- Attend state and division conventions and national conventions when appropriate.
- Maintain dialogue and develop a healthy working relationship with other state officers, your colleagues within the state and your division Chair.
- Present report on show choir activities from the national convention and division conventions to your state through your state newsletter or planned events at state conferences.
- Assist with planning show choir activities at state conventions and workshop events. Promote non-competitive festivals where show choirs have an opportunity to hear other show choir groups.
- Encourage outstanding show choirs to audition for performance at division conventions.
- Promote high quality popular music based of appropriate range, suitable text, voicing and craftsmanship of arrangements.
- Identify and promote the recruitment of new ACDA members interested in Show Choirs.
- Write and/or solicit articles for the state newsletters related to the topic of show choirs.
- Serve as liaison among the state show choir constituents.
- Serve as coordinator, presider and facilitator at conference events.
- Assist in selection of show choir clinicians state conventions.
- Prepare and submit annual report and budget report, and send to division chair and state president by **April 15.**

Prepared by:
Ken Thomas, National Chair
R&S Committee on Show Choirs
2004

ACDA COMMITTEE ON TWO-YEAR COLLEGES

GUIDELINES

STATE CHAIRS:

- Attend all national conventions.
- Attend all division conventions.
- Attend state conventions, workshops, or conferences.
- Communicate often with division chair, state president, and colleagues pinpointing critical areas, current trends, and issues confronting two-year college conductors in your state. Request that these areas be addressed at the next division and national conventions.
- Assist with planning two-year college choir activities at state conventions, workshops, or conferences. Identify outstanding two-year college choirs and encourage the director to audition for the state, division, and national conventions. Promote a two-year college choral festival, or all-state select choir in conjunction with the state convention, workshops, and conferences.
- Identify two-year college conductors in your state and forward list to division chair for inclusion in a National Two-Year College Directory.
- Write at least one article for the state newsletter advertising two-year college events, promoting quality literature, encouraging colleagues, etc.
- Be prepared to serve as a conductor or accompanist for two-year college reading session at the division convention. Serve as a coordinator, president, and facilitator at state conference events.
- Prepare an annual report and send to division chair and state president no later than **April 15** each year.

Revised by:
Paul Laprade, National Chair
National R&S Committee on Two-Year College Choirs
2009

ACDA COMMITTEE ON VOCAL JAZZ

GUIDELINES

STATE CHAIRS:

- Attend state and division conventions, and national conventions whenever possible.
- Maintain dialogue and develop a healthy working relationship with other state officers, your colleagues within the state and with your division chair.
- Present report on vocal jazz activities from national convention and division convention to your state through your state newsletter or planned event at state conference.
- Assist with planning vocal jazz activities at state conventions and workshop events. Promote non-competitive festivals where jazz choirs have an opportunity to hear other groups.
- Encourage outstanding jazz choirs to audition for performance at division conventions.
- Promote quality popular music based on appropriate range, suitable text, voicing, and craftsmanship of arrangements.
- Identify and promote the recruitment of new ACDA members interested in vocal jazz.
- Write and/or solicit articles for the state newsletter related to the topic of jazz choirs.
- Serve as liaison among the state jazz/show choir constituents.
- Serve as coordinator, presider, and facilitator at conference events.
- Prepare and submit annual report and budget report, and send to division chair and state president by **April 15.**
- Encourage colleagues (and yourself) to write original compositions and arrangements suitable for use and publication.
- Be the VOICE of vocal jazz in your state (that person who folks turn to FIRST for help in meeting the needs of vocal jazz in their program).

**Revised by:
Kirk Marcy, National Chair
R&S Committee on Vocal Jazz
2007**

ACDA COMMITTEE ON WOMEN'S CHOIRS

GUIDELINES

STATE CHAIRS:

- **Prepare an annual report and submit to the division chair by April 15 of each year. The report template is found at <http://www.acda.org>**
- **Actively get to know women's choirs directors in your state. Maintain an effective communication network with the division R&S chair, the state board, and the women's choir directors in the state.**
- **Form an ad hoc committee as needed for projects, festivals, advocacy, and all other women's choir projects within your state.**
- **Provide leadership and support for activities at the state level. Encourage and initiate projects, scholarship, and activities that will promote and support women's choirs in your state. Participate in the network of R&S chairs by involving yourself when asked in division and national level projects.**
- **Attend and support state conferences, division conferences, and national conventions.**
- **Promote high quality literature for women's choirs. Be a resource for this information for your state.**
- **Attend division R&S committee meetings, usually held at divisional conferences.**
- **Involve yourself with your state board in planning women's choir activities at state and local levels.**
- **Initiate or be willing, when called upon, to help plan and implement various activities at the State Convention such as interest sessions, roundtable sessions, reading sessions, honors choirs, and any other special projects.**
- **Encourage outstanding scholars and conductors in your state to submit proposals for innovative interest sessions at all levels. Encourage outstanding women's choirs in your state to audition for national, state, and divisional conferences.**
- **Submit or solicit articles for your state newsletter regarding women's choirs literature, activities, or techniques.**
- **Promote, initiate or encourage situations where women's choirs have the opportunity to hear each other, to exchange repertoire and techniques, and to become supportive and collegial. Suggestions include non-competitive festivals and collaborative performances.**

**Revised by:
Debra Spurgeon, National Chair
R&S Committee on Women's Choirs
2007**

ACDA COMMITTEE ON YOUTH & STUDENT ACTIVITIES

GUIDELINES

STATE CHAIRS:

JANUARY

- Even Year: Contact your division president and president-elect pertaining to last minute concerns related to student events at the division convention

FEBRUARY

- Even Year: Division conventions

MARCH

- Even Year: Division conventions
- Even Year: Write post-division convention article for your state newsletter. Highlight student involvement and activities.
- Odd Year: Attend national convention. Remember we are counting on your help at the various Y&SA sessions and events.

APRIL

- Every year: Contact state president-elect to assure that there will be a substantive session and a social reception for student members at the next state convention.
- Submit a report to the division Y&SA chairs and state president by **April 15**. Don't be late!
- Contact the student chapters in your state and remind them to file their annual report form with the national Y&SA chair by **May 15**. (It was mailed to them in March)

MAY

- Your division chair's report is due to the national Y&SA chair by **May 15**. Hope your report wasn't late!

JUNE

- Help national Y&SA chair track down student chapters that have not reported.

JULY

- Write a substantive article for your state newsletter.

SEPTEMBER

- Even Year: Contact national Y&SA chair with assurances that you are planning to attend the upcoming national convention and will be fully involved in Y&SA events.
- Odd Year: Contact division Y&SA chair with assurances that you are planning to attend the upcoming division convention and will be fully involved in Y&SA events.
- Contact all student chapters in your state to urge convention Attendance and to provide guidance on chapter activity for the year. This could help open an ongoing e-mail correspondence with the chapter.

OCTOBER

- Make your travel plans for the upcoming convention.

NOVEMBER

- Even Year: Contact division Y&SA chair and president-elect to assure that there will be a substantive session and a social reception for student members at the next division convention.

DECEMBER

- Register early for the upcoming convention.

ADDITIONAL RESPONSIBILITIES:

- Respond in a timely fashion to memos and e-mails from your state president and the division and national Y&SA chair
- Send a congratulatory note to new student chapters as soon as you see notice of them in the *Choral Journal* "Student Times."
- Become an integral asset as a state Y&SA chair regarding any state, division, and national Y&SA projects.

Revised by:
Jeffrey Carter, National Chair
National R&S Committee on Youth & Student Activities
2005

**REPERTOIRE & STANDARDS STATE COMMITTEE CHAIR
APPOINTMENT CONTRACT**

This appointment is made for the chair of the ACDA state Choral Repertoire & Standards Committee for:

_____ Date _____
State committee name Month/date/year

Name of Appointee _____

Length of Term (2 years):

From July 1, 20____ to June 30, 20____ (Term Limit: 4 years)

I will devote the time necessary to achieve a positive outcome of the following responsibilities:
Attendance at state and division conventions and meetings as required
Attendance at R&S committee meetings and serve on state convention planning committee
Provide leadership, communicate, and support state activities and the division R&S chair
Complete state annual report and send to division R&S committee chair and state president
by April 15

Signed _____ Date _____
Appointee Month/date/year

Please print or type the following:

Name _____ Institution name _____

Home address _____ Work address _____

City/state/zip _____ City/state/zip _____

Home phone _____ Home phone _____

Fax number _____ Work fax _____

E-mail Address _____ Work e-mail _____

Signed _____ Date _____
State president elect Month/day/year

State president-elect address _____

***The state president, president-elect, and division R&S chair reserve the right to terminate a 2-year R&S term should the chair not fulfill the obligations stated above.**

Please return by JULY 1 to state president-elect and a copy to current division R&S committee chair