

## TCCPA Program Committee

**PURPOSE:** This committee shall be appointed by the Executive Committee for the purpose of compiling, printing and distributing programs for Choral concerts and shows and assist the Association financially by securing ads or sponsors for publication in programs.

**MEMBERSHIP:** The committee shall consist of parents or legal guardians of choral students who are active members of the Association defined as individuals who have paid the current school year's dues and are active in the fund raising efforts of the Association.

**CHAIR:** The Executive Committee as outlined in the By-laws shall appoint the Chair. The Chair shall be responsible for the coordination of the committee's duties including planning and chairing committee meetings, serving as the liaison with the Choral Directors on behalf of the committee and communicating with the Executive Committee to assure timely completion of tasks of the committee.

**DUTIES:** The duties of the committee include:

1. Work with the Choral Directors to obtain accurate program theme and content for program information for concerts and shows.
2. Develop the layout and other information for programs based upon material provided by Choral Directors.
3. Solicit cost options and community involvement in securing printing and other program development.
4. Solicit community sponsors for ads to defray program costs.
5. Coordinate volunteers for distributing programs during concerts and shows.
6. Work with Association Treasurer to secure volunteers to manage ticket sales for each performance.
7. Conduct meetings as needed to complete the tasks of the committee.