

TCCPA Publicity Committee

PURPOSE: This committee shall be appointed by the Executive Committee for the purpose of notification to local news media of activities and events associated with the Choral Program and shall be responsible for keeping the public informed of organizational activities.

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 and Executive Committee to plan and implement public media notice of activities and events of the Choral Program.
2. Arrange for paper, radio and T.V. publicity about concerts, shows and activities of the Choral program.
3. Make posters or other appropriate announcements and place them in all schools to announce performances.
4. Maintain the Association's website updating information regularly.
5. Support the Choral Directors in developing and disseminating information notices/fliers for parents/guardians regarding Association or Program activities.
6. Conduct meetings as needed to complete the tasks of the committee.