

PRESIDENT

January 2013

1. Wherever possible, assist with the promotion, support, and encouragement of the performing arts in Camrose and district.
2. Call the following meetings:
 - a. Regular Association meetings
 - b. Executive meetings as required
 - c. Meetings with the executive, Adjudicator Coordinator, and Awards Chairperson regarding awards (see 8 c. and d. below)
 - d. An evaluation meeting following the Festival
 - e. The annual meeting in the fall
3. Confer regularly with each committee member as the Festival approaches.
4. Be responsible for the following correspondence:
 - a. Letters advising school boards as soon as Festival dates have been set.
 - b. Letters of appreciation to those who assist the Festival in major capacity. This includes people who have loaned equipment (e.g., piano or organ) and others in charge of facilities used as venues (e.g., school principals, churches). Names will be provided by the Facilities Chairperson.
 - c. Letters of appreciation to other persons who assist with the Festival.
 - d. Other correspondence as necessary.
5. At least 4 weeks before Festival, provide the Festival Secretary a written message for inclusion in the Festival Program.
6. Assume the following responsibilities during Festival week:
 - a. Provide assistance whenever and wherever possible.
 - b. Be the final authority if difficulties arise.
 - c. Meet with the executive, Adjudicator Coordinator, and Awards Chairperson at the conclusion of the school class entries to select participants for the Grand Concert.
 - d. Meet with the executive, Adjudicator Coordinator, and Awards Chairperson when the festival ends to:
 - i. finalize the program for the Grand Concert
 - ii. choose the winners of the Rose Bowl and Multi-Talent awards.
7. Assume the following responsibilities at the Grand Concert:
 - a. Assist the Awards Chairperson with presentation of awards as needed. The Rose Bowl is presented by a representative of the Battle River Community Foundation.
8. Complete applications for grants that may be available.
9. Attend the October and June Provincial Association meetings, and other meetings as called.
10. When the Festival is over, bring any suggested changes in your job description to the attention of the Festival Secretary.
11. Present a written report to the annual meeting which is held in the Fall.