

# PROCEDURAL GUIDE

Richmond Virginia Chapter  
American Guild of Organists



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## I. GENERAL PROCEDURES AND REGULATIONS

1. The business of the chapter shall be conducted in accordance with the National Bylaws of the American Guild of Organists (see: <https://agohq.org/>). In the absence of applicable provisions in the National Bylaws, this Procedural Guide shall be followed. The national Chapter Management Handbook should also be consulted for assistance. These documents may be photocopied and distributed as desired.
2. All photocopying must be in accordance with copyright laws.
3. Only dues-paid members may serve on committees, and only voting members in good standing may chair committees. Voting members include all membership categories except Chapter Friends and national Subscribers.
4. Chairpersons of all committees must send advance notices of meetings to the Dean, who is an *ex officio* member of all committees. (NOTE: The Chapter Management Handbook, 11/2014, p. 22 states: “*Ex officio* means ‘by virtue of office held’ and carries no implication that the *ex officio* member has no vote.”)
5. Except for the Nominating Committee and the Finance/Investments Committee, committee chairpersons select their committee members subject to the approval of the Dean.
6. All notices, documents, and programs must be carefully proofread, preferably by several individuals, prior to publication.
7. Whenever moneys are collected on behalf of the chapter, before handing the funds to the Treasurer, two chapter members so appointed (not to include the Treasurer) must count the funds and sign and date a receipt noting the amount.
8. No officer or committee chairperson may authorize an unbudgeted expenditure of more than \$50.00 without permission from the Executive Committee or, in case of emergency, the Dean.
9. An itemized and signed request with a corresponding receipt(s) must be presented to the Treasurer for reimbursement from any chapter account.
10. No general mailings at chapter expense will be permitted without approval by the Executive Committee except in cases requiring emergency action as determined by the Dean.
11. The chapter programs, chapter budget, and Organ Repertoire Recital Series for the coming season shall be approved by the Executive Committee. No chapter events may be scheduled in conflict with each other.
12. All chapter events, including monthly chapter programs and recitals, are open to the public.
13. Chapter members may not be compensated for their participation in chapter programs.
14. An outgoing officer, coordinator, or committee chairperson must give all records and other important documents to the incoming person, who shall retain only those documents that will be needed in the coming season and shall give the reminder to the Historian.
15. A member who learns of the serious illness or death of another member should notify the Dean, who should then notify others, as appropriate (e.g., Membership Coordinator, Communications Coordinator).

## **II. EXECUTIVE COMMITTEE**

The Executive Committee, the representative governing body of the chapter, shall conduct the business of the chapter. The members of the committee are elected annually by the chapter's voting members in the spring (usually at the May meeting). Terms of office begin on July 1 and end on June 30.

The 12 voting members of the Executive Committee are the Dean, Sub-Dean, Secretary, Treasurer, two Auditors, and six Members-at-Large. The immediate past Dean shall serve on the committee for one year with voice but without vote. Additionally, any chapter member who holds state, regional, or national AGO office shall be a non-voting, *ex officio* member of the committee during such term of office. A majority of the 12 voting members of the committee constitutes a quorum.

The Executive Committee shall...

1. Meet at least four times each program year at the call of the Dean. The committee may invite other chapter members to attend any of its meetings for discussion of matters on which their opinions are sought. An Executive Committee member who is repeatedly unable to attend called meetings shall be expected to resign and may be asked to do so.
2. In early November, appoint the members of the Nominating Committee, the composition of which must be in accordance with National Bylaws Article VIII, Section 3.
3. In early February, receive the report of the Nominating Committee, approve the slate of nominees, and record it in the minutes.
4. Approve all budgets, programs, arrangements, and committee appointments as they are submitted.
5. In June, appoint the members of the Finance/Investments Committee.
6. Transact all necessary chapter business between called meetings, conducting the affairs of the chapter in such a way as to streamline the monthly business meetings of the chapter members.
7. Participate in special meetings at the call of the Dean or two members of the committee. All committee members must be informed. Such meetings may be conducted by webinar. Votes may be taken by email using Reply All.
8. Determine the need for other standing and/or special committees, and define the duties of such committees.
9. Fill by appointment vacancies occurring within the Executive Committee.

### **Dean**

The Dean is elected annually by the chapter's voting members for a one-year term.

In addition to duties specified in the AGO National Bylaws, the Dean shall...

1. Be fully conversant with the current National Bylaws and this Richmond Chapter Procedural Guide. Make sure each officer, coordinator, and committee chairperson has a copy of this Procedural Guide, and encourage them to become familiar with the pertinent section(s) of the guide.
2. Verify eligibility of persons to serve on committees by checking the current Membership Directory at <https://agohq.org/oncard-login/>. Select coordinators and committee chairpersons as soon as possible after the election, and submit selections to the Executive Committee for approval. Persons appointed by the Dean include the following:
  - Advertising Manager
  - Chaplain

- Children's Choir Festival Committee Chairperson
  - Communications Coordinator
  - Dinner Reservations Coordinator
  - Educational Concerns Coordinator
  - Handbell Festival Committee Chairperson
  - Historian
  - Membership Directory Editor
  - Membership Coordinator
  - New Organist Development Committee Chairperson
  - Newsletter Editor
  - Organ Consultation Coordinator
  - Organ Repertoire Recital Series Chairperson
  - Professional Concerns / Referral Service Coordinator
  - Publicity Coordinator
  - Telephone Coordinator
  - Webmaster
3. Appoint chairpersons of other special committees as needed—e.g., Organ Playing Competition, Distinguished Service Award, Procedural Guide Revision, AGO Exams, Regional Convention.
  4. In July, send the names and addresses of national, regional, and local officers, chapter coordinators, committee chairpersons, committee members, and all program information for the coming season, including that of the Organ Repertoire Recital Series, Children's Choir Festival, and Handbell Festival, to the Newsletter Editor for publication and the Webmaster for posting.
  5. Call meetings of the Executive Committee in November, February, April, and June. The incoming Dean is responsible for calling the June meeting as a joint meeting of the incoming and outgoing Executive Committee members. The outgoing Dean calls the meeting to order. At the conclusion of old business, the incoming Dean concludes the meeting.
  6. Prepare the agenda for all chapter and Executive Committee meetings (see: National Bylaws Article V, Section 4 and Article VII, Section 5). Send notices and agendas of Executive Committee meetings to all members of the committee in advance. Preside over all chapter and Executive Committee meetings.
  7. Write a Dean's letter for each issue of the newsletter.
  8. Keep abreast of the various activities of the chapter by attending as many committee meetings as possible. Keep in touch with coordinators and committee chairpersons.
  9. Upon receiving the proposed arrangements for the coming Organ Repertoire Recital Series from the Recital Series Chairperson, report the arrangements to the Executive Committee for approval.
  10. Notify the Executive Committee, the Communications Coordinator, and the Membership Directory Editor of the death of a chapter member. Send a note of sympathy to the family of the deceased.
  11. Invite the Chaplain to all chapter functions if the Chaplain is not a chapter member.
  12. Sign chapter checks when the Treasurer is not available.
  13. Oversee the social media presence of the chapter and appoint administrators as needed.
  14. Ensure that only voting members, as listed in the current Membership Directory, cast ballots in the election of officers. As soon as possible after election results are known, send congratulatory emails to the new officers, and invite them to the June Executive Committee meeting. Ensure that the Secretary disseminates the election results, as outlined in Secretary duty #8.

## Sub-Dean

The Sub-Dean is elected annually by the chapter's voting members for a one-year term. The Sub-Dean serves as Chairperson of the Program Committee. The committee is responsible for executing the already planned programs for the coming season and planning the programs for the subsequent season.

In addition to duties specified in the AGO National Bylaws, the Sub-Dean shall...

1. Select, in consultation with the Dean, members of the Program Committee as soon as possible following the election of officers, asking each new member to remain on the committee for two years. There should be at least as many committee members as there are chapter programs during a season. Throughout the program-planning process, the Sub-Dean shall communicate with the chairpersons of other committees to avoid scheduling conflicts. It is recommended that one person from the Program Committee be responsible for all arrangements for a particular meeting, including fees, physical arrangements, and dinner (see: Dinner Reservations Coordinator). The Sub-Dean shall confer with the New Organist Development Committee to select a venue with a user-friendly organ for the May scholarship recital.
2. Present a written report of the coming season's program arrangements and budget for approval at the June meeting of the Executive Committee, providing copies of the report for each Executive Committee member. The report shall include the title, content, and venue of each program; the dinner arrangements, including cost; and the budget, itemized as follows: presenter's fee or honorarium, travel and local expenses, number and cost of guests' dinners, sexton's fee, and other anticipated costs.
3. By July 15, submit written program information for the coming season to the Dean (see: Dean, #4).
4. Ensure that the Newsletter Editor prints the full details of each program in the newsletter for that month, as well as a list of coming programs.
5. Call committee meetings throughout the season as needed for planning the subsequent season's program. When planning programs, solicit ideas and participation from the Educational Concerns Coordinator and the Professional Concerns Coordinator. Have committee members research program ideas in *The American Organist* magazine, particularly in the "AGO Chapter News" section, and on the national AGO website.
6. Be ultimately responsible for the monthly meeting even though responsibilities may have been delegated. The use of a check-list is advised. Confirm that everything is in order several weeks in advance of the event, including the following:
  - a. Convey all relevant information about programs to the Publicity Coordinator in time for news media deadlines.
  - b. Re-check several weeks in advance with all persons involved in the arrangements to be sure the program is prepared and that all church and dinner arrangements are in order.
  - c. Send the following information to the Webmaster and Newsletter Editor by the stated deadline:
    - Program title and description
    - Name(s) of and pertinent information about the program presenter(s)
    - Place and time of the meeting
    - Address with directions and parking information
    - Name of the room or hall to be used, if necessary
    - Dinner menu
    - Cost of the dinner
    - Email address, phone number, and deadline for dinner reservations or cancellations (see: Dinner Reservations Coordinator).

- d. Notify the Communications Coordinator of all relevant monthly meeting information, and request that a reminder announcement be sent to the membership a week in advance of the dinner-reservation deadline. Give similar information to the Telephone Coordinator to provide to those without email.
- e. Contact the caterer with the final dinner-reservation count obtained after the reservations deadline from the Dinner Reservations Coordinator.
- f. At the meeting, introduce the program presenter(s), and announce the program for the next meeting.
- g. Give receipts and a written memorandum to the Treasurer of checks that need to be written for program expenses, noting the payee, amount, and date of each expense incurred.

## **Secretary**

The Secretary is elected annually by the chapter's voting members for a one-year term.

In addition to duties specified in the AGO National Bylaws, the Secretary shall...

1. Take the minutes of each Executive Committee meeting, including a record of those present.
2. Within two weeks after the meeting, send a copy of the minutes to each member of the committee and to the Historian. Retain a copy in the chapter Minute Book.
3. When the Executive Committee acts on a matter concerning an area of work of one of the chapter coordinators or committees, communicate the action to the proper coordinator or committee chairperson.
4. Carry on the correspondence of the chapter, which may include sending expressions of sympathy and thank-you notes.
5. Send obituaries of chapter members to *The American Organist*, *The Diapason*, and the chapter Newsletter Editor.
6. Retain copies of all financial reports in the Minute Book. These include reports of chapter accounts, the Recital Series account, and accounts for Children's Choir Festivals and Handbell Festivals.
7. Receive ballots that are cast by mail, and make them available at the voting during the May chapter meeting.
8. Immediately following the annual election of officers in May, report the election results to National Headquarters, send the results to the Newsletter Editor with a request for publication, ask the Communications Coordinator to notify the membership of the results, ask the Webmaster to update the list of officers on the chapter website, and arrange to have the results posted on the chapter Facebook page.

## **Treasurer**

The Treasurer is elected annually by the chapter's voting members for a one-year term. The Treasurer is responsible for maintaining and retaining the financial records of the chapter and the Organ Repertoire Recital Series. (*NOTE: It is imperative that these two sets of records be entirely separate.*) The Treasurer is also responsible for monitoring the status of all chapter investments.

In the event that the elected Treasurer does not possess the required accounting abilities and experience, the Executive Committee may choose to appoint, with approval of the Dean and Treasurer, a qualified Accounting Assistant to assist the Treasurer. The Accounting Assistant may be a chapter member or

non-member. He or she may volunteer or be paid. The Treasurer shall work closely with the Accounting Assistant.

In addition to duties specified in the AGO National Bylaws, the Treasurer shall...

1. Keep, or cause to be kept, full and accurate records and accounts of all chapter and Recital Series funds—receipts, disbursements, assets, liabilities, and fund balances.
2. Maintain the chapter Post Office box, checking it frequently for mail. Pay the annual fee on a timely basis.
3. Receive and deposit all monies and credits, including Recital Series donations and offerings, in the name of the *Richmond Chapter, American Guild of Organists* in depositories and accounts approved by the Executive Committee. Have checks printed in the above name, c/o (Treasurer's name).
4. Disburse, or supervise the disbursement of, chapter and Recital Series funds as supported by itemized and signed requests with corresponding receipts or statements. Withdrawal of funds may be made only by checks signed by the Treasurer or, in case of emergency, the Dean.
5. Prepare and submit the following financial reports:
  - a. An oral report of chapter accounts at each chapter meeting, including the Recital Series account at the meeting that follows each recital
  - b. A written report of chapter and Recital Series accounts at each Executive Committee meeting
  - c. A written report in the form of a balance sheet of chapter and Recital Series accounts to every member at the chapter's May business meeting, which serves as the annual meeting
  - d. A final report of chapter and Recital Series accounts to the Executive Committee as soon as possible after the close of the fiscal year (June 30)
  - e. A dated and signed copy of every report for the Minute Book.
6. Maintain the chapter credit card account and its security. Ensure that the card is used only for chapter transactions, including those of the Recital Series.
7. File income tax reports by the deadlines set by the state and federal governments. Pay any sales and use taxes due on materials supplied from outside the state, using the form supplied by the Department of Taxation, Commonwealth of Virginia. Maintain the chapter's tax-exempt status with the Department of Taxation for payments of sales tax, and provide vendors with evidence of that status, as needed.
8. File the required annual registration form (Form 102) on a timely basis with the Commonwealth of Virginia Department of Agriculture and Consumer Services, as required by the Virginia Solicitation of Contributions Law.
9. During the course of the calendar year, collect the necessary information on W-9 forms to prepare required 1099-MISC forms for all independent contractors who are paid \$600 or more during one calendar year, as is required by IRS regulations in place at the time. After the end of the calendar year, prepare and mail required 1099-MISC and 1096 forms by IRS due dates.
10. Send acknowledgement letters for contributions to the chapter immediately upon receipt of a gift. For Recital Series donations of \$250 or more in a calendar year, send acknowledgement letters in January with wording suitable for tax-return purposes: state the date of receipt, the amount, and the following: "The Richmond Chapter of the American Guild of Organists verifies that the donor received no goods or services in exchange for this gift. Please retain this letter for your files as the IRS receipt for your donation."
11. At the June Executive Committee meeting, present a chapter outline budget prepared in conjunction with the Dean, the Sub-Dean, and the Finance/Investments Committee Chairperson.

12. For a Recital Series Patron who makes a pledge rather than a one-time donation, maintain a record of the pledge and installment payments received. Follow up as needed with the donor to ensure collection on a timely basis.
13. Keep a full and up-to-date record of every Recital Series donation, including Patron name, address, date, amount, and check number. Two weeks before each recital, send an up-to-date list of all Patrons listed alphabetically in the proper giving categories (determined by the Recital Series Committee) to the Series Chairperson to be printed in the recital program.
14. At chapter programs, provide checks for presenters, caterers, and venue expenses, as directed by the Sub-Dean. At recitals, provide checks for recitalists, sextons, and other expenses, as directed by the Series Chairperson.
15. Generate and mail invoices for scholarship students' fees for organ lessons, and follow up on payments that are not received in a timely manner.
16. Generate and mail invoices for advertising in the newsletter, and follow up on payments that are not received in a timely manner.
17. Use the national AGO database system to research dues and membership information, remittances to the Chapter by the AGO, the updating of member records when necessary, etc.
18. Send reminders to chapter members for upcoming dues payments and possible "past due" status.
19. Serve as a member of the Finance/Investments Committee. Monitor the status of all investments and meet with the investment advisor as appropriate. Arrange for the advisor to make a presentation and report to the executive Committee, at least annually.
20. Facilitate the annual audit of the chapter and Recital Series financial records by the chapter Auditors no later than August 31 every year.
21. Participate in updating bank signature cards whenever there is a change of Dean or Treasurer.

### **Members-At-Large**

Two of six Members-At-Large are elected annually by the chapter's voting members for three-year terms that overlap with the terms of the other four Members-At-Large.

The Members-At-Large shall...

1. Attend as many chapter functions as possible, such as chapter meetings, programs, and recitals in the Recital Series, in order to be well-informed about the current activities, procedures, active members, and state of affairs of the chapter. Such oversight and familiarity is essential to providing advice and guidance during deliberations of the Executive Committee.
2. Assume tasks on behalf of the chapter when asked.

### **Auditors**

One of two Auditors is elected annually by the chapter's voting members for a two-year term that overlaps with the term of the other Auditor.

The Auditors shall...

1. Make a complete audit of all chapter and Recital Series accounts no later than August 31 each year and submit a written report to the Executive Committee following the audit. A copy of the report must be retained in the Minute Book.

2. Make a complete audit of all accounts upon the resignation of the Treasurer during his or her term of office.
3. At the annual election of officers, count ballots together with the Nominating Committee Chairperson. Auditors or their duly appointed proxies count ballots when there is a written ballot cast on other chapter matters.

### **III. COMMITTEES, COORDINATORS, AND OTHER APPOINTEES**

#### **Advertising Manager**

The Advertising Manager is appointed by the Dean upon approval of the Executive Committee. Space for appropriate advertisements shall be available in the monthly newsletters. The fees for advertisements shall be set by the Executive Committee in consultation with the Treasurer.

The Advertising Manager shall...

1. Arrange for the selling and renewal of paid advertisements for the monthly newsletters and other publications as approved by the Executive Committee.
2. Ensure that the Newsletter Editor has print-ready copy for paid advertisements by the deadline each month.
3. Send invoices to advertisers, receive checks, and forward them to the Treasurer in a timely manner. Monitor receipts, and re-bill as necessary.

#### **Chaplain**

The Chaplain is appointed by the Dean upon approval of the Executive Committee. The Chaplain shall be invited by the Dean to participate in regular chapter meetings and Guild services. The Chaplain may be available to counsel chapter members.

#### **Children's Choir Festival Committee**

The Children's Choir Festival customarily takes place in the spring.

1. At least 18 months in advance of a festival (about October 1), the Dean shall appoint the Children's Choir Festival Committee Chairperson.
2. By November 1, the Chairperson in consultation with the Dean shall appoint the committee. The committee should include the former Children's Choir Festival Committee Chairperson, who shall serve in an advisory capacity.
3. The committee shall meet before February 1 to select a conductor, date, time, and church for the festival, its rehearsal, and workshop, if desired, having communicated with the Dean and Recital Series Chairman to ascertain that there are no schedule conflicts. As soon as possible, the Chairperson shall report the festival date, time, location, and conductor to the Executive Committee.
4. By June 1, the committee in consultation with the conductor, shall select all music for the festival, making sure that all music is currently in print. A notice saying that the music list will be available early to any interested person should be placed in the May newsletter.
5. By June 1, arrangements regarding fees, transportation, meals, accommodations, and workshop shall be confirmed in writing.

6. By June 1, the Chairperson shall send a request to the festival conductor for interpretive suggestions for the music to be provided either in written form or on tape. This material should be received by the Chairperson by September 15.
7. By July 1, the committee shall select from the chapter membership a festival accompanist, who may or may not be the organist of the host church, and an accompanist for the workshop, if necessary.
8. The September chapter newsletter should contain the following:
  - a. A notice about the festival date, time, and place; information about the conductor; and an invitation to participate
  - b. The list of festival music
  - c. A statement regarding the age of participants: "Participants must be in the third grade or higher; there is no upper age limit."
  - d. A statement regarding the memorization of the music: "All music is to be memorized unless specifically stated otherwise."
  - e. The festival rehearsal times and a statement regarding the requirements: "Participation in the rehearsal is required for participation in the festival."
  - f. A notice of the registration fee and a statement that the deadline for registration and full payment is October 15
  - g. A registration form with a place for participating directors to indicate the projected number of their participants.
9. By September 1, the Chairperson shall appoint a person to be in charge of publicizing the festival at chapter meetings and working with the Publicity Coordinator to publicize it through the media.
10. Six months prior to the festival or by September 1 (whichever comes later) the Chairperson shall ask the festival conductor for an order of service, special service requirements, if any, hymns, and pertinent biographical information for publicity.
11. Immediately upon receipt of a choir's fee, the Chairperson shall send the choir's director the interpretive suggestions received from the festival conductor. All registration fees must be forwarded promptly to the chapter Treasurer.
12. By November 1, the Chairperson shall inform each participating director about which part(s) that group will be expected to sing in music other than unison and any other special information that may be required.
13. The festival committee shall meet at least three months prior to the festival to develop the complete order of service and send the hymns and any other service music to all participating directors. Any instrumentalists and clergy needed for the service are to be secured at this time. Clergy shall be sent a copy of the order of service with portions for which they have responsibility clearly marked.
14. Four weeks prior to the festival, the Chairperson shall ask the host church to provide ushers for the festival service. Their duties will be principally to hand out bulletins and receive the offering.
15. The committee shall meet at least four weeks before the festival to make final arrangements for the festival and to clarify individual responsibilities, such as preparing and distributing seating plans, securing drinks for lunch, handling any money, setting up chairs, securing a podium, etc.
16. At least three weeks before the festival, the Chairperson shall arrange with the chapter Treasurer to have the check for the festival conductor's honorarium on hand to give to the director immediately after the festival.
17. Two weeks before the festival, members of the committee shall contact participating directors to determine a definite number of participants.

18. At least one week before the festival, the Chairperson, or someone designated, shall advise the participating clergy of the time to be present at the church, where to meet, and what to wear.
19. At the rehearsal, someone from the committee shall be at the main entrance to the church to give directions to the singers.
20. Financial accounting: Festival funds are held in the same account as the chapter treasury. If the need arises, the Festival Committee may request up to \$200 from the chapter treasury, as authorized by the Executive Committee. Receipts for expenses are to be submitted periodically to the chapter Treasurer for reimbursement. As soon as possible after the festival, the Chairperson shall send to the Treasurer the entire offering from the Festival accompanied by a detailed statement of income and expenses. The Chairperson and Treasurer shall prepare a financial report (detailed statement of account) and submit it to the Executive Committee in time for their June meeting.
21. Financial policies: The festival conductor and the accompanist, regardless of membership in the Richmond Chapter, will be paid an honorarium. If necessary and the budget permits, the person preparing the bulletin for the festival service may be compensated.
22. Choir participation policy: A church that has no AGO member may participate in a choir festival one time only. This is to encourage membership through the festival experience.

## **Communications Coordinator**

The Communications Coordinator is appointed by the Dean upon approval of the Executive Committee. The Coordinator is responsible for determining the best ways to disseminate information to chapter members and for facilitating the dissemination of information through chapter emails, the newsletter, and/or the website.

The Communications Coordinator shall...

1. Create and maintain the chapter email contact list, which shall include only those members who have granted permission to receive electronic communications.
2. Send e-bulletins in a timely manner to chapter members regarding programs, recitals, special events, newsletter deadlines, and other news. Alert the membership when the latest newsletter and Membership Directory are available on the chapter website.
3. Facilitate the work of the Newsletter Editor and Webmaster by ensuring that identical information is supplied to them and that it is published or posted in a timely manner.
4. Act as a liaison, as needed, to the Executive Committee regarding communications matters.

## **Dinner Reservations Coordinator**

The Dinner Reservations Coordinator is appointed by the Dean upon approval of the Executive Committee. Membership of the Coordinator on the Program Committee is helpful but not required.

The Dinner Reservations Coordinator shall...

1. In August, determine the manner in which dinner reservations will be made, and communicate any changes to the existing procedure to the Dean, Sub-Dean, Newsletter Editor, and Webmaster.
2. For each dinner, compile the list of names of those making reservations. Give the final reservation count to the Sub-Dean. Dinners for program presenters are to be reserved and provided at chapter expense. Dinners for each scholarship student and two accompanying parents or guests are to be reserved and provided at chapter expense at the September and May meetings.

3. At each dinner, collect payments from those who have made reservations. Make sure to have change available for those paying in cash.
4. Provide the reservations list to the Treasurer to serve as a checklist for receipt of payment.
5. Have nametags available at the start of the social hour for members, guests, and prospective members at each chapter meeting.
6. Manage reservations involving payment for food for other chapter programs such as workshops.

## **Educational Concerns Coordinator**

The Educational Concerns Coordinator is appointed by the Dean upon approval of the Executive Committee. Because the AGO is chartered as an educational organization, the concerns of the Coordinator extend into many of the chapter's activities, in particular, AGO Exams, New Organist Development, Meet the Organ Initiatives, and Pipe Organ Encounters (POE).

The Educational Concerns Coordinator shall...

1. Be a member of the New Organist Development and *ad hoc* POE committees.
2. Serve as liaison to the Program Committee and propose program topics to that committee.
3. Motivate chapter members to pursue continuing educational activities through
  - a. Sharing AGO educational material with the chapter members
  - b. Establishing a chapter library
  - c. Writing short articles for chapter newsletters on AGO educational materials, workshops, and the AGO Professional Certification Program
  - d. Organizing study sessions for continuing education including AGO certification exams
  - e. Speaking regularly and briefly at chapter meetings about educational resources and the educational progress of the membership
  - f. Maintaining contact with the Mid-Atlantic Coordinator for Education.
4. Arrange for the administration of AGO Certification Examinations when there are local candidates (for locally administered exams) or when the Executive Committee authorizes Richmond as an examination center.
5. Be the primary contact person with AGO headquarters when the Executive Committee authorizes the sponsorship of a Pipe Organ Encounters week.

## **Finance/Investments Committee**

The Finance/Investments Committee is appointed by the Executive Committee with the approval of the Dean. There shall be at least three members of this committee, including the Treasurer and one or both Auditors. It may include other chapter members with financial and/or investment acumen. The committee shall select its Chairperson.

The Finance/Investments Committee shall...

1. Assist the Treasurer in preparing the chapter budget.
2. Conduct a periodic review of the chapter's investments.
3. Recommend to the Executive Committee financial institutions and investment instruments.
4. Make financial recommendations with a view to both short- and long-range planning.

## **Handbell Festival Committee**

The Handbell Festival customarily takes place in the spring.

1. At least 18 months in advance of a festival (about October 1), the Dean shall appoint the Handbell Festival Committee Chairperson.
2. By November 1, the Chairperson in consultation with the Dean shall appoint at least eight committee members. The committee should include the former Handbell Festival Chairperson, several previous committee members, and additional persons who have indicated an interest in serving.
3. The Chairperson shall call the first planning meeting as soon as possible. At that meeting the committee shall
  - a. Select two or more Festival dates, taking into account Easter and school schedules and having communicated with the Sub-Dean and Recital Series chairman to ascertain that there are no schedule conflicts. The clinician has the final choice of the date. Report the date to the Executive Committee as soon as it is final.
  - b. Discuss possible locations for the Festival. During the course of the meeting, determine the availability of the dates and fees for building use and sexton.
  - c. Decide a maximum fee for the clinician, taking into account that travel expenses will also have to be paid.
  - d. Make a list of several potential clinicians in order of preference.
  - e. Designate one committee person to contact the potential clinicians, determine each clinician's fee, the preferred festival dates, and travel and housing preferences.
  - f. Choose a Registrar. The Registrar shall be the main contact person between the Festival participants and the Festival committee.
4. The Chairperson shall send a summary of the information gathered from the clinicians to all members of the committee.
5. After the committee has selected the clinician, one committee member shall prepare a contract and send two copies to the clinician with a cover letter. One signed copy should be returned to that committee member within two weeks of receipt. If the clinician is to purchase an airline ticket, ask that it be purchased at the lowest price. The cover letter may also request suggestions for festival repertoire.
6. The committee shall create a tentative schedule for Friday night and Saturday. The Friday night event is a combination of rehearsal, sight-reading, and ringing techniques. Include a directors' meeting following lunch on Saturday.
7. Financial Accounting: Festival funds are held in the same account as the chapter treasury. If the need arises, the Festival Committee may request up to \$200 from the chapter treasury as authorized by the Executive Committee. Receipts for expenses are to be submitted periodically to the Treasurer for reimbursement. As soon as possible after the Festival, the Chairperson shall send to the Treasurer all receipts accompanied by a detailed statement of income and expenses. The Chairperson and Treasurer shall prepare an annual financial report (detailed statement of account) and submit to the Executive Committee in time for their June meeting.
8. The committee sets the registration fees, financial policy, and the registration deadline, usually three weeks prior to the event. (2008 and 2009 fees were \$100 per choir, \$60 for five or fewer ringers, and \$20 for a single registrant.) Refunds for registration are granted up to the deadline date, minus a \$20 fee. No refunds are granted after the registration deadline. All registration fees must be forwarded promptly to the Treasurer.
9. Prior to June 15, the committee shall

- a. Select repertoire after consultation with the clinician, and notify the clinician of the final repertoire. The repertoire should include some easy, medium, and advanced pieces related to the church year.
  - b. Approve the Festival dates, location, and schedule. Confirm the Festival dates with the designated host church.
10. The Registrar shall prepare the registration form that includes the repertoire list, Festival dates, and location and send the form to the Newsletter Editor and the Webmaster for publication in the summer newsletter and on the website. The registrar shall send brief notices about the Festival to the Communications Coordinator for email distribution and the Newsletter Editor for publication in subsequent newsletters.
11. As registrations are received, the Registrar shall send a confirmation to the registrants and forward registration checks to the Treasurer.
12. The Chairperson shall appoint a committee member to host the clinician and make whatever travel arrangements are necessary. Airline reservations should be made at least several months prior to the Festival and the clinician notified of flight details.
13. The Chairperson shall designate a committee member to arrange the clinician's housing.
14. The Chairperson shall designate a committee member to contact representatives of handbell manufacturers and suppliers to ascertain whether salespersons, music, and supplies can be provided during the Festival and whether representatives can be available for information and minor repairs.
15. Several weeks before the festival, committee members shall meet with a representative of the host church and plan placement of the choirs. Tasks include making a layout chart, designating rooms for displays and the Directors' Meeting, and determining the availability of kitchen facilities and equipment.
16. The Chairperson shall designate several committee members to purchase snacks and beverages and take responsibility for making them available.
17. The Chairperson shall arrange for setting up tables and chairs according to the layout plan.
18. The Registrar shall email information to all registrants, including directions to the Festival site, parking and unloading information, and the schedule for the Friday and Saturday.
19. The Registrar shall arrange for the preparation and printing of the Festival program in sufficient quantities for each participant and concert attendee. The program shall include the following:
  - a. The Saturday schedule
  - b. The concert program
  - c. Information about the clinician
  - d. A list of Festival participants and their directors
  - e. A thank you to the host church
  - f. A list of the Festival planning committee members.
20. The Registrar shall prepare packets for each choir that include a Festival program for each ringer, name tags, evaluation forms, and a list of area restaurants if lunch is not included in the registration. The Registrar shall give these packets to each choir director and welcome the choirs.
21. The Chairperson shall open each Festival day, welcoming the clinician and participants, introducing the Festival Committee, and making other announcements.
22. When moneys are collected on behalf of the chapter, before handing the funds to the Treasurer, two appointed chapter members (not to include the Treasurer) shall count the funds and sign and date a notation of the amount.

## **Historian / Archives Committee**

The Historian is appointed by the Dean with approval of the Executive Committee. The Historian may form an Archives Committee to assist with special tasks by selecting committee members subject to the approval of the Dean.

The Historian shall...

1. Maintain the chapter archives, including newsletters, Recital Series programs, chapter press releases, reviews of chapter events, and notices of chapter member activities. The file may include such items as Minute Books of the Executive Committee and reports distributed at chapter meetings.
2. Arrange for photographs of chapter programs and events to be taken from time to time. Photographs should be placed in albums that may be displayed at meetings occasionally and kept as part of the archives. They may also be published in the newsletter and sent with chapter meeting reports to *The American Organist* magazine (see: Publicity Coordinator).

## **Membership Coordinator**

The Membership Coordinator is appointed by the Dean upon approval of the Executive Committee. The Coordinator is responsible for activities focused on recruiting and retaining chapter members. The Coordinator may form a Membership Committee to assist with the tasks by selecting committee members subject to the approval of the Dean.

The Membership Coordinator shall...

1. Serve as the key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.
2. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion.
3. Check the chapter ONCARD records monthly to filter for members who have been “Canceled” for not paying dues. Contact these persons to establish whether they actually no longer wish to be chapter members. Tactfully ascertain the reason(s) for discontinuance, and share this information with the Dean without delay.
4. Set the standards for hospitality, and encourage others to follow them. Ensure that all chapter members, prospective members, and guests are welcomed cordially at meetings and integrated graciously into the fabric of the chapter.
5. Help ensure that new and current members participate in the chapter’s social, musical, and professional development programs.
6. Submit new members’ names for publication in the newsletter immediately upon receiving notification from national Headquarters.
7. Work with the Executive Committee to analyze the demographics of the membership and implement steps to maximize retention of members. (See: “100 Ways to Encourage and Maintain Membership in Your AGO Chapter” in the National Chapter Management Handbook available at <https://agohq.org/>.)

## **Membership Directory Editor**

The Membership Directory Editor is appointed by the Dean upon approval by the Executive Committee. All data for the Directory are drawn directly from the national AGO ONCARD database. The Directory

is posted on the chapter website as a password-protected PDF document for downloading and printing by individual members. The password is provided only to chapter members.

The Membership Directory Editor shall...

1. Create a new, dated Directory shortly before the September chapter meeting, filtering the ONCARD database for and removing from the Richmond Chapter the records of any persons whose memberships have been "Canceled" by National. Remind the Newsletter Editor to make sure that copies of the Directory are included in the printed newsletters that are mailed to those members who have requested them.
2. Send the electronic file of each new Directory to the Webmaster for posting on the chapter website. Send it to all Executive Committee members and all other coordinators and committee chairpersons.
3. Ask the Communications Coordinator to email an announcement to the members that a new Directory is available on the chapter website for downloading and printing.
4. Repeat steps 1-3 in early January and shortly before the May chapter meeting to keep the Directory up to date.

## New Organist Development Coordinator

The New Organist Development Coordinator is appointed by the Dean upon approval of the Executive Committee. The Coordinator shall form a New Organist Development Committee to administer both the Scholarship Program and Meet the Organ Initiatives by selecting committee members subject to the approval of the Dean. The Educational Concerns Coordinator is a member of this committee.

### Scholarship Program

This program encourages talented pianists to become competent organists by offering partial tuition scholarships for organ lessons taught by Richmond Chapter members. The New Organist Development Committee shall choose teachers who have a record of successful teaching.

The scholarships cover one half of the cost of the lessons; recipients are billed each semester by the chapter Treasurer for the remainder. Scholarships are awarded for 15 lessons given in September through early January and are renewable for 15 lessons given in mid January through May. In December, each teacher gives a progress report to the New Organist Development Coordinator to determine whether the student may continue lessons.

The Executive Committee establishes and/or amends prerequisites for lesson scholarships upon recommendation by the New Organist Committee. These prerequisites include the following:

- Have had no previous organ study beyond the elementary level
- Be a rising eighth grader or older
- Demonstrate skill and potential at the piano as specified by and determined in an audition by the New Organist Development Committee.

When a student shows exceptional progress and potential at the May recital, consideration may be given to renewal of the scholarship for a second year.

Scholarships for attendance at one-time events such as Pipe Organ Encounters may be awarded when funds are available. Such awards must be competitive and advertised to the whole community. Criteria for awards must include evidence of significant potential as an organist.

The New Organist Development Committee shall...

1. During the winter, confer to review procedures, set the deadline for the return of applications and the audition date and location, and edit the wording of the application flyer.

2. Send an announcement and application information to the Newsletter Editor for inclusion in the April Newsletter and to the Webmaster for posting.
3. Arrange for appropriate publicity with the Publicity Coordinator.
4. Create and maintain a mailing list of piano teachers, church music directors, and school music teachers.
5. Print application flyers, and mail them to the mailing list.
6. Review applications that are received, and notify all candidates.
7. Serve as judges at the audition to determine winners.
8. Select a teacher for each scholarship student, and share teacher contact information with each.
9. Facilitate arrangements for an appropriate practice organ for each student.
10. Confer with the Program Committee to determine the venue and organ for the May student recital.

The New Organist Development Coordinator shall...

1. Within a week of making teacher assignments, send the Treasurer the names and addresses of the scholarship students and their teacher assignments. Arrange with the Treasurer for the students to be given Student Memberships in the Richmond AGO chapter. Submit the names of the students and their teachers to the Newsletter Editor and Webmaster.
2. In August, invite the students to the September meeting. Reserve dinners at chapter expense for those who will attend plus up to two accompanying parents or other guests per student. Send a short article about the students with bios and photographs to the Newsletter Editor for the September issue. At the September meeting, introduce the students to the chapter members.
3. In early December, contact the teachers to assess the students' worthiness for scholarship renewal for the spring semester.
4. In December and April, notify the Treasurer to issue stipend checks to the teachers.
5. In April, invite the students to the May meeting to be held before the students' recital. Produce the printed program for the recital. Reserve dinners at chapter expense for those who will attend plus up to two accompanying parents or other guests per student. Make sure that the teachers and the Program Committee are prepared for this event.

#### Meet the Organ Initiatives

Some possible initiatives are PipeWorks: Pedals, Pipes and Pizza sessions for youth and adults; public and private school classes using the chapter's demonstration organ; and "Organizing at the Piano" programs in conjunction with piano teachers. For other ideas, see the materials offered online by the national AGO Committee on the New Organist.

The New Organist Development Committee shall...

1. Organize and present educational events for the greater Richmond community with the approval of the Executive Committee.
2. Have the chapter Publicity Coordinator promote events that are open to the public at large. Such events should be announced well in advance through the chapter newsletter and other appropriate media, inviting participation. Following the event, submit a report and photographs to the Newsletter Editor.

## Newsletter Editor

The Newsletter Editor is appointed by the Dean upon approval of the Executive Committee. Newsletters are issued each month from September through June with an optional summer issue.

The Newsletter Editor shall...

1. Oversee all facets of the newsletter, including information gathering, production and publication of online and print versions, and distribution.
2. Retain several hard copies of each newsletter. At the end of the season, give one copy of each issue to the Historian for permanent filing. Upon a change of Newsletter Editor, give one copy of each issue to the incoming editor for reference.
3. Present the Treasurer with itemized and signed requests with corresponding receipts for reimbursement of expenditures.

### Information Gathering

4. Send reminders to the chapter officers, committee chairmen, and others responsible for newsletter information well in advance of the deadline date.
5. Ask the Communications Coordinator to send reminders to the membership, requesting items for the newsletter and stating the deadline.
6. Include the following in each issue:
  - a. Information about forthcoming chapter events, such as monthly programs, Recital Series recitals, master classes, Handbell and Children's Choir Festivals, and workshops
  - b. Dean's letter
  - c. Substitutes list
  - d. Positions available
  - e. Members' concerts
  - f. News releases from AGO National Headquarters and the Mid-Atlantic Region
  - g. Special member information such as birthdays during that month
  - h. Advertisements
  - i. Deadline date for newsletter copy for the succeeding issue.
7. Include the following occasionally:
  - a. Reports on conventions, workshops, and special musical events
  - b. Unique items relating to individual members such as congratulations and condolences
  - c. Articles of special or seasonal interest.
8. Include the following in specific issues:
  - a. In March, information about the nominees for chapter offices
  - b. In April, absentee ballots for the annual election of officers and the application form for the New Organist Scholarship. These documents are prepared by their respective committees
  - c. In May, June, and September, dues notices accompanied by a clear explanation of dues categories and the procedure for paying.
9. If questions arise regarding content, formatting, or procedure, contact the Communications Coordinator or Dean.

### Production, Publication, and Distribution

10. Solicit newsletter content as needed.
11. Receive, edit, and format content.

12. Send a rough draft electronically to the Communications Coordinator, Dean, and Sub-Dean for review and proofreading. Receive and make corrections.
13. Send the final newsletter electronically to the Communications Coordinator, the Webmaster and National Headquarters. The newsletter shall be published online and mailed at least five days before the first of the month.
14. After verifying that the newsletter is on the chapter website, ask the Communications Coordinator to notify chapter members, other chapter Deans in the Mid-Atlantic Region, the District Convener, and Regional Councilor that the newsletter is now available.
15. Arrange for mailing of hard copies of the newsletter to members who have specifically requested them.

### **Nominating Committee**

The Nominating Committee and its Chairperson are appointed by the Executive Committee in early November in accordance with the National Bylaws, Article VIII, Section 3.

The Nominating Committee Chairperson shall...

1. Request suggestions for candidates for the various elected offices through the December newsletter.
2. Contact the Membership Directory Editor immediately prior to the first meeting of the Nominating Committee to get an up-to-date Directory and the names of any members who are not voting members. Only voting members may be nominated for chapter offices.
3. Remind the committee that nominees should ordinarily have served effectively on chapter committees prior to running for elected offices. Normally the Dean, Sub-Dean, and Auditors serve no more than two consecutive one-year terms, however, they may be re-nominated at a later time. A double slate of nominees for each position is preferred.
4. At the February Executive Committee meeting, present the slate prepared by the Nominating Committee, and have it recorded in the minutes.
5. Submit nominees' names and current procedures for making additional nominations to the Newsletter Editor in time for the March issue.
6. Should a nominee withdraw between the filing of the report of the Nominating Committee and the election in May, work with the Nominating Committee to select another nominee.
7. In early March, solicit brief, appropriate, biographies from all candidates. Edit and submit the biographies to the Newsletter Editor in time for the April issue.
8. Prepare and submit the ballot to the Newsletter Editor in time for inclusion in the April issue. Prepare additional ballots on paper of a distinctive color for use during the election at the May meeting. The April newsletter should contain instructions for casting absentee ballots, as follows: The ballot itself should not be signed. It should be mailed to the Secretary in an envelope on which the voting member's name and the word *Ballot* appear. These envelopes shall remain unopened until after the voting takes place at the May meeting, at which time they shall be opened and counted. Care shall be taken that in-person ballots are distributed only to voting members who have not previously voted by absentee ballot.
9. Count the ballots in conjunction with the Auditors during the May meeting, and announce the results at an appropriate time during the meeting. A plurality of votes cast shall be sufficient for election.

10. Report election results to National Headquarters immediately following the election, and send results to the Newsletter Editor for publication. Ask the Communications Coordinator to notify the membership of the results. Ask the Webmaster to update the website. Arrange to have the results posted on the chapter's Facebook page.

## **Organ Consultation Coordinator**

The Organ Consultation Coordinator is appointed by the Dean upon approval of the Executive Committee.

The Organ Consultation Coordinator shall...

1. Prepare and, upon request, distribute information pertinent to the acquisition, renovation, or replacement of an organ. Care should be taken to show no partiality. Distributed information may include the following:
  - a. An annotated bibliography of readily available basic readings on organ design, planning, and selection
  - b. A list of reputable organ builders with contact information
  - c. A list of chapter members who have expressed interest in serving churches in an advisory capacity. The Coordinator shall state clearly that such persons are not recommended by the chapter by virtue of their inclusion.
2. Occasionally submit material, such as 1.a. above, to the Newsletter Editor for publication.

## **Organ Repertoire Recital Series**

The purpose of the Organ Repertoire Recital Series is to focus attention on the pipe organ as a concert instrument by offering free public performances of fine organ literature played on Richmond's best pipe organs by outstanding concert organists. The Recital Series Committee is responsible for all details of planning and presenting the recitals in each series. The areas of responsibility include artists, publicity, patrons, hospitality, ushers, program printing, and finance.

The Series Chairperson is appointed by the Dean upon approval of the Executive Committee. The Chairperson shall appoint the members of the Recital Series Committee and the necessary coordinators and subcommittee chairpersons subject to the approval of the Dean

The Series Chairperson shall...

1. In early January, draft the budget for the next September-May season of the Recital Series, using available data such as the balance on hand in the Series account, the projected expenditures for the remainder of the current season, and the total amount donated as a result of the previous summer's fundraising effort.
2. In January or February, convene the Recital Series Committee to determine the desired artists, dates, and venues for the next season in accordance with the drafted budget. Assign individuals to gather necessary data such as possible date conflicts, availability of artists and venues, and fees. Communicate the proposed dates and venues to the Sub-Dean so as to coordinate with chapter programs being planned. Bear in mind that no chapter events may be scheduled in conflict with each other and that having one chapter event close in time to another is often not a good idea.
3. Compile all data received from committee members, and make needed decisions regarding all arrangements, including the need for the organs to be tuned at the owners' expense shortly before the recitals. If questions and/or problems arise, resolve them by polling committee members for their

input. As soon as arrangements are set, report them to the Sub-Dean, as well as to the Dean for approval by the Executive Committee.

4. Execute and keep signed copies of all contracts with artists and artists managements. Send copies of all signed contracts to the Treasurer.
5. Coordinate production of the flyer advertising the coming Series. Have sufficient copies duplicated to include in the annual mailing for solicitation of patrons and to hand out at chapter meetings. The annual mailing customarily includes all chapter members plus all those on the list of interested non-members, regardless of whether they have given to the Series in the past or not.
6. Write the letter for the annual solicitation of patrons, and have sufficient copies duplicated to include in the annual mailing.
7. In May after the final concert of the current season, organize the work night for the annual mailing to patrons. Enlist the assistance of the Recital Series Committee to stuff, seal, address, and stamp the envelopes. Ensure that sufficient quantities of all materials for the patrons mailing are on hand for the work night: i.e., flyers, letters, mailing envelopes, return envelopes, patron cards, address labels for chapter members and interested non-members, first-class stamps, and water containers and sponges if needed. Ensure that the letters are mailed the following day.
8. After the mailing, send an electronic file of the flyer to the chapter Webmaster for posting on the chapter website. Send photographs as separate electronic files.
9. At least two months before each recital, obtain the recital program from the artist or management. Send an electronic file containing basic program information, a short artist biography, and the artist's photograph to the Newsletter Editor for inclusion in the appropriate newsletter.
10. Two weeks before each recital, coordinate production and mailing of reminder postcards to chapter members and the list of interested non-members.
11. At least one week before each recital, coordinate production of the printed program containing the welcome announcement, program, artist's edited biography and photograph, organ specification, program notes if supplied, list of upcoming recitals in the Series, names of Recital Series Committee members, form for signing up to receive mailings, and the up-to-date list of Patrons grouped in giving categories. (NOTE: The dollar amounts for the giving categories are determined by the Recital Series Committee.) Include at the bottom of the program page a note stating that use of video or audio recording devices is not permitted. If the artist is under management, include a statement to that effect. After careful proofreading, have a sufficient number of programs printed. Be realistic about the number, but bear in mind that having programs left over is better than running out.
12. At least one week before each recital, check with
  - a. the Treasurer regarding payment to the artist or management and the plan to obtain the offering
  - b. the Series Hospitality Coordinator about plans for the reception, if there is to be one
  - c. the Series Ushers Coordinator about plans for handing out the programs, taking the offering, signaling the end of the intermission, and counting the offering.
13. Arrange for a digital photograph to be taken of the artist at the recital and sent to the Series Publicity Coordinator for submission to *The American Organist* and *The Diapason*.
14. Make sure that the programs are at the recital venue no later than 30 minutes prior to the start time. Check with the Series Ushers Coordinator that the offering will be taken and counted as planned and that the money will be given to the Treasurer. Make the welcome announcement before the recital. After the recital, get any filled-in forms for persons wishing to receive mailings, and add these names to the mailing list of interested non-members.

15. Maintain the mailing list of interested non-members.
16. Maintain a file containing (1) a flyer from each previous season, (2) a program from each previous recital, (3) the contract for each previous recital, (4) a list of printers' names and costs, and (5) a copy of each previous solicitation letter.
17. At the end of each season, make sure the Series account has a balance of at least \$800 after payment of all expenses associated with the last recital in the Series.

The Series Treasurer...

See: Treasurer, p. 7

The Series Hospitality Coordinator shall...

1. Consult with the Series Chairperson about the desirability of a reception after each recital.
2. Organize receptions after recitals for which receptions are desired, adhering to specified budgets.
3. Present the Treasurer with itemized and signed requests with corresponding receipts for reimbursement of reception expenditures.

The Series Ushers Coordinator shall at each recital...

1. Have available: (1) four offering plates or baskets, (2) a large envelope to hold the offering money, and (3) a form for the offering counters to sign and date.
2. Arrange for a sufficient number of ushers (usually four) to be present at least 30 minutes prior to the recital to hand out programs at the entry doors. Give offerings plates to four ushers, and remind them to be ready to take up the offering *immediately* at the beginning of the intermission and to move from the *front* to the *back*.
3. Blink or dim the lights when the Series Chairperson signals it is time for the welcome announcement.
4. Direct ushers to close the narthex and exterior doors during the performance. Have one usher remain at the main door through the first half of the recital to hand programs to latecomers and direct them to be seated between pieces.
5. Blink or dim the lights after the intermission when the Series Chairperson signals that the recitalist is ready.
6. Arrange for two ushers (or others) to count the offering directly after the Intermission, sign and date a written notation of the total amount, and give the money and notation to the Treasurer after the recital (or Series Chairperson, if Treasurer not present).
7. Direct ushers to collect left-over programs after the recital and give them to the Series Chairperson.

The Series Publicity Coordinator shall...

1. At least three weeks before each recital, send publicity information in the appropriate formats and through the proper channels to various media, including the Richmond Times Dispatch, Style Weekly, WCVE Public Radio, Letter V Blog, and other identified organizations.
2. Assist the Series Chairperson with the production and mailing of the reminder postcards.

The Series Video Display Coordinator shall...

1. Keep and maintain the chapter's video equipment used to show recitalists as they play.

2. Consult with the Series Chairperson about the desirability of a video display for each recital.
3. Set up, operate, and remove the equipment at each recital for which a video display is desired.

### **Professional Concerns / Referral Service Coordinator**

The Professional Concerns / Referral Service Coordinator is appointed by the Dean upon approval of the Executive Committee. The Professional Concerns Coordinator works to foster good relationships between church musicians and their respective staff colleagues and congregations. The Coordinator may assist individual chapter members or churches only when invited to do so. When a chapter member or church requests the assistance of the Guild in matters of professional concerns and/or ethics, the request must be referred to the Dean, who shall then consider the nature of the request and determine the best way to address it.

The Professional Concerns Coordinator shall...

1. Increase sensitivity among chapter members by bringing attention to the AGO Code of Ethics and providing interpretation of the Code.
2. Help to foster effectual communication between church musicians and clergy.
3. Be willing to discuss with employed musicians the scope and responsibilities of their positions and to assist in devising musicians' contracts.
4. Promote chapter programs dealing with professional concerns.

The Referral Service Coordinator shall...

1. Maintain an up-to-date list of voting chapter members (does not include Chapter Friends) who wish to be listed as substitute organists. Submit updates to the Newsletter Editor and Webmaster whenever additions or deletions occur.
2. Maintain an up-to-date list of vacant organist and/or choir director positions at churches and other institutions in the area, and submit updates to the Newsletter Editor and Webmaster whenever additions or deletions occur.
3. Provide institutions with a statement of recommended employment provisions and a form to help them ascertain the scope and responsibilities of a position and clearly describe it.
4. Distribute to churches courtesy guidelines for assisting substitute organists, and make the guidelines available to the substitutes themselves.
5. Counsel churches inquiring about appropriate compensation, stressing that the AGO is not permitted to make any recommendations concerning compensation and fees. For guidance, refer them to the AGO website [www.agohq.org](http://www.agohq.org) — CAREERS — Employment.

### **Program Committee**

See: Sub-Dean, p. 6

### **Publicity Coordinator**

The Publicity Coordinator is appointed by the Dean upon approval of the Executive Committee. The Coordinator may form a Publicity Committee to assist in the tasks by selecting committee members subject to the approval of the Dean.

The Publicity Coordinator shall...

1. Publicize all chapter events open to the public, including designated chapter programs, Recital Series recitals, New Organist Development programs, and festivals. It is imperative to meet media deadlines and format requirements.
2. Develop and maintain a complete contact list for all media outlets, including newspapers, radio, television, and Internet. The list shall include deadline dates, names of editors or special reporters, and other useful information.
3. Disseminate a list of deadline dates to all principals of chapter activities, advising them that the Publicity Coordinator will distribute information to the media provided that information is supplied to the Coordinator in time for editing.
4. Serve as a collecting agent for publicity materials.
5. Design, edit, and format publicity material.
6. Work with the Advertising Manager to design, prepare, and submit paid advertising authorized by the Executive Committee.
7. Send reports to *The American Organist* magazine for the AGO Chapter News section several times each program year. Send occasional reports of unusual chapter activities to *The American Organist* and *The Diapason*.
8. When requested by the Dean, write longer reports or feature articles for *The American Organist*.
9. Send a copy of each significant mailing to the Historian.

### **Webmaster**

The Webmaster is appointed by the Dean upon approval of the Executive Committee.

The Webmaster shall...

1. Design, create, and enhance the chapter website with input from the Dean, Executive Committee, coordinators, and committee chairpersons.
2. Post current and historical information about the chapter and its activities. The following shall be available on the website:
  - a. Current season's chapter programs
  - b. Current season's Organ Repertoire Recital Series
  - c. Chapter officers and their email addresses
  - d. Chapter Membership Directory (password protected and available only to chapter members)
  - e. Coordinators and committee chairpersons and their email addresses
  - f. List of substitutes
  - g. List of organ teachers
  - h. Current and past chapter newsletters
  - i. Chapter history
  - j. The Procedural Guide
  - k. List of positions available
  - l. New Organist Scholarships information
  - m. Membership information
  - n. Links: ONCARD login, AGO National Headquarters website, Richmond area organs, and the Richmond Chapter Facebook page.
3. Provide technical support regarding website hosting and registration of the Domain name(s).

4. Maintain the website, updating it as needed to ensure all information is up to date.
5. Contact the Communications Coordinator or appropriate officer, coordinator, or committee chairperson when questions arise about content.

## **IV. AMENDMENTS TO THE PROCEDURAL GUIDE**

This Procedural Guide should be reviewed at least biennially to ensure accordance with the most recent revisions of the National Bylaws and confirm that the procedures contained herein continue to meet the needs of the chapter.

Except as otherwise provided in this article, this Procedural Guide and any provision thereof may be amended at any meeting by action of the Executive Committee provided that the amendment is distributed to the Executive Committee at least one week prior to the meeting. A majority of votes cast shall be sufficient to amend any provision of or add to these operating procedures. Amendment of policies governing chapter elections requires a vote of the chapter membership. Significant changes to the Procedural Guide must be submitted to the Regional Councilor and the National Vice-President for their approval. The amended or revised Procedural Guide, while not always requiring approval by the chapter membership, Regional Councilor, and National Vice-President, should be forwarded in complete form to National Headquarters. The Procedural Guide shall always be available on the chapter website.