

# PROCEDURAL GUIDE

Richmond Virginia Chapter  
American Guild of Organists



February 2025

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## 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 Subcommittee, 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 remainder 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 the Membership Committee Chairperson, the Communications Committee Chairperson, and others, as appropriate.

## I. 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 a state, regional, or national AGO office shall be a non-voting, *ex officio* member of the Executive 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 Subcommittee.
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 in advance of special meetings. 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 membership status of selected persons with the Registrar. 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, including those selected by committee chairpersons, include the following:
  - Chaplain
  - Finance Committee

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- Advertising Manager
  - Grant Writer
  - Fundraising Coordinator
  - Membership Committee Chairperson, including
    - Chapter Life Coordinator
    - Hospitality Coordinator
    - Membership Directory Editor
    - Membership Engagement Coordinator
    - Recruitment Coordinator
    - Registrar
  - Communications Committee Chairperson, including
    - Print Publicity Coordinator
    - Webmaster
    - Newsletter Editor
    - Email Administrator
    - Dinner Reservations Coordinator
    - Social Media Manager
    - Photographer
    - Historian
    - Community Outreach Speaker
  - Professional Development Committee Chairperson, including
    - Education Coordinator
    - Professional Concerns Coordinator
    - Referral Service Coordinator
    - New Organist Development Coordinator
  - Nominating Committee Chairperson
  - Chairpersons for the following Program Committees:
    - Organ Repertoire Recital Series
    - Organ Consultation Coordinator
    - Children’s Choir Festival Committee (as needed)
    - Handbell Festival Committee (as needed)
    - Pipe Organ Encounter (POE) (as needed)
3. Appoint chairpersons of other special committees as needed, e.g., Organ Playing Competition, 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 Communications Committee Chairperson for distribution to committee members.
  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 Email Administrator, 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 Chapter Meetings 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 Chapter Meetings 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.
2. Throughout the program-planning process, communicate with the chairpersons of other committees to avoid scheduling conflicts. It is recommended that one person from the Chapter Meetings Program Committee be responsible for all arrangements for a particular meeting, including fees, physical arrangements, and dinner (see: Dinner Reservations Coordinator). Confer with the New Organist Development Committee to select a venue with a user-friendly organ for the May scholarship recital.
3. 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.
4. By July 15, submit written program information for the coming season to the Dean (see: Dean, #4).
5. 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.
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 Communications Committee Chairperson 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 Print Publicity Coordinator, Social Media Manager, Email Administrator, Newsletter Editor, and Webmaster (copying the Communications Committee Chairperson) 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 Email Administrator of all relevant monthly meeting information, and request that a reminder announcement be emailed to the membership a week in advance of the dinner-reservation deadline.
- e. Contact the caterer with the final dinner-reservation count obtained from the Dinner Reservations Coordinator after the reservation deadline.
- 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 special events, such as Children's Choir Festivals, Handbell Festivals, Regional Conventions, and Pipe Organ Encounters (POE).
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 Email Administrator to notify the membership of the results, ask the Webmaster (copying the Communications Committee Chairperson) 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 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 chapter 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 acknowledgment letters for contributions to the chapter immediately upon receipt of a gift. For any donation of \$250 or more in a calendar year, send an acknowledgment letter in January with wording suitable for tax-return purposes, stating 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 Subcommittee 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 Recital 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 Recital 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 "canceled" status.
19. Serve as a member of the Finance/Investments Subcommittee. 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.
22. Serve as Chairperson of the Finance Committee and Investments Subcommittee.

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## **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.

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## II. COMMITTEES, COORDINATORS, & OTHER APPOINTEES

### 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.

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### FINANCE COMMITTEE

The Finance Committee consists of the three chapter officers shown in the list below and the three appointed positions named with their individual responsibilities below. While the person in each position works within his or her specific area of emphasis, together all members of the Finance Committee are focused on the totality of all aspects related to chapter finances.

The Treasurer serves as the Finance Committee Chairperson and may or may not also serve in one of the three appointed positions. The Finance Committee Chairperson is responsible for coordination of the committee and provides reports to the Executive Committee.

Each person filling one of the three appointed positions is selected by the Finance Committee Chairperson and appointed by the Dean. Each appointed person may form a Subcommittee to assist in his or her tasks subject to the approval of the Finance Committee Chairperson and the Dean.

- **Treasurer** (officer)
- **Auditor 1** (officer)
- **Auditor 2** (officer)
- **Advertising Manager** (appointed)
- **Grant Writer** (appointed)
- **Fundraising Coordinator** (appointed)

#### **Treasurer**

See: Treasurer, page 9

#### **Auditors**

See: Auditors, page 11

#### **Investments Subcommittee**

The Investments Subcommittee consists of at least three members, including the Treasurer and one or both Auditors. It may include other chapter members who have financial and/or investment acumen. The Treasurer serves as the Investments Subcommittee Chairperson.

The Investments Subcommittee 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.

## **Advertising Manager**

Space for appropriate advertisements shall be available in the chapter 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 chapter 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.

## **Grant Writer**

(Details to be developed)

## **Fundraising Coordinator**

The Fundraising Coordinator shall...

1. Be responsible for soliciting gifts for special projects and funds, as directed by the Executive Committee.
2. Research prospective donors.
3. Create a strong fundraising message that appeals to potential donors.
4. Identify and contact potential donors.
5. Organize campaigns or events to solicit donations.
6. Maintain records of donor information.
7. Train volunteers in fundraising procedures and practices.
8. Ensure that all legal reporting requirements are satisfied.

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## **MEMBERSHIP COMMITTEE**

The Membership Committee consists of the six appointed positions shown in the list below and named with their individual responsibilities. While the person in each position works within his or her specific area of emphasis, together all members of the Membership Committee are focused on the totality of all aspects related to chapter membership.

The Membership Committee Chairperson is appointed by the Dean upon approval of the Executive Committee and may or may not also serve in one of the six positions. The Membership Committee Chairperson is responsible for coordination of the six functions and provides reports to the Executive Committee.

Each person filling one of the positions below is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean. Each appointed person may form a Subcommittee to assist in his or her tasks subject to the approval of the Membership Committee Chairperson and the Dean.

- **Registrar**
- **Member Engagement Coordinator**
- **Recruitment Coordinator**
- **Hospitality Coordinator**
- **Chapter Life Coordinator**
- **Membership Directory Editor**

## **Registrar**

The Registrar is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean upon approval of the Executive Committee. The Registrar is the custodian of the membership records of the Chapter.

The Registrar shall...

1. Immediately upon receiving notification of new members from national Headquarters, send their names and contact information to the Email Administrator, Chapter Life Coordinator, Hospitality Coordinator, and Newsletter Editor for publication in the next newsletter.
2. Check the chapter Membership database records monthly to filter for members who are about to lapse in the payment of their dues, who have lapsed (are in the grace period), or who have been "canceled" for non-payment. Report lapsed or canceled members to the Member Engagement Coordinator.
3. Report through the Membership Committee Chairperson to the Executive Committee current membership numbers and names of lapsed members.
4. Assist members with their records in the Membership database as needed for renewal or updates.
5. Maintain appropriate and necessary contact with the Membership database to support the chapter leadership.

## **Member Engagement Coordinator**

The Member Engagement Coordinator is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean upon approval of the Executive Committee. The Member Engagement Coordinator is responsible for activities focused on chapter member retention.

The Member Engagement Coordinator shall...

1. Serve as the key contact person for members seeking information about membership categories, benefits, dues, etc.
2. Analyze the demographics of the current membership and work with the Membership Committee Chairperson to implement steps to maximize retention of those members.
3. Help ensure that current members participate in the chapter's social, musical, and professional development programs.
4. Contact lapsed or canceled members, first by email/mail and then by phone call, and encourage them to renew. Tactfully ascertain and report through the Membership Committee Chairperson to the Executive Committee any reasons for non-renewal.

## **Recruitment Coordinator**

The Recruitment Coordinator is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean upon approval of the Executive Committee. The Recruitment Coordinator is responsible for activities focused on recruiting new members of the Guild.

The Recruitment Coordinator shall...

1. Serve as the key contact person for prospects seeking information about membership categories, benefits, dues, etc.
2. Serve as key contact person for organists who are not currently members.
3. Develop and administer a process for identifying and recruiting new members and ensure that they are registered in a timely fashion.
4. Distribute the AGO Membership Brochure to those interested and have it available in print form at all Chapter events.
5. Send via email or mail National membership brochures to prospective members.
6. Actively engage with churches, synagogues, and colleges through focused communications (email/mail) to clergy and schools of music.

## **Hospitality Coordinator**

The Hospitality Coordinator is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean upon approval of the Executive Committee. The Hospitality Coordinator shall be responsible for creating a welcoming environment at all Chapter events.

The Hospitality Coordinator shall...

1. Ensure that all chapter members are welcomed cordially at meetings and integrated graciously into the fabric of the chapter.
2. Recognize at each chapter event all new members present who have joined in the prior 12 months.
3. Upon notification from the Registrar of a new member, immediately send out by email or mail a welcome letter that contains an invitation to participate in the life of the chapter. Within two weeks, follow up with a welcome phone call.
4. Study and examine the possible implementation of a Chapter Ambassador Program.
5. Set the standards for hospitality, and teach and encourage others to follow them.

## **Chapter Life Coordinator**

The Chapter Life Coordinator is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean upon approval of the Executive Committee. The Chapter Life Coordinator shares stories and significant events from the lives of chapter members.

The Chapter Life Coordinator shall...

1. Submit notices of birthdays, births, marriages, new positions/appointments, retirements, deaths, and other significant events to the Newsletter Editor for publication.

2. Upon notification from the Registrar of new members, interview them in person or by phone, and provide short biographical sketches of them to the Newsletter Editor.
3. Encourage members to share stories and anecdotes from their careers.

### **Membership Directory Editor**

The Membership Directory Editor is a member of the Membership Committee and is selected by the Membership Committee Chairperson and appointed by the Dean upon approval by the Executive Committee. All information for the Directory is drawn directly from the national AGO Membership 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 Membership 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 (copying the Communications Committee Chairperson) for posting on the chapter website. Send it to all Executive Committee members and all other coordinators and committee chairpersons.
3. Ask the Email Administrator 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, shortly before the May chapter meeting, and at other times as requested/needed to keep the Directory up to date.

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## **COMMUNICATIONS COMMITTEE**

The Communications Committee consists of nine appointed positions shown in the list below and named with their individual responsibilities. While the person in each position works within his or her specific area of emphasis, together all members of the Membership Committee are focused on the totality of all aspects related to communication within the chapter membership.

The Communications Committee Chairperson is appointed by the Dean upon approval of the Executive Committee and may or may not also serve in one of the nine positions. The Communications Committee Chairperson is responsible for coordination of the nine functions, ensures that consistent information about a topic is provided in all communications, and provides reports to the Executive Committee.

Each person filling one of the positions below is a member of the Communications Committee and is selected by the Communications Committee Chairperson and appointed by the Dean. Each appointed person may form a subcommittee to assist in his or her tasks subject to the approval of the Communications Committee Chairperson and the Dean.

- **Print Publicity Coordinator**
- **Webmaster**
- **Newsletter Editor**
- **Email Administrator**
- **Dinner Reservations Coordinator**
- **Social Media Manager**



- **Photographer**
- **Historian**
- **Community Outreach Speaker**

## **Print Publicity Coordinator**

The Print Publicity Coordinator shall...

1. Publicize all chapter events open to the public, including designated chapter programs, New Organist Development programs, and festivals. It is imperative to meet media deadlines and format requirements. (*Note: Publicity for the Organ Repertoire Recital Series is handled by that committee.*)
2. Develop and maintain a contact list for all media outlets, including newspapers, radio, television, and Internet. The list shall include deadline requirements, 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 Print 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 following each chapter meeting/program. Send occasional reports of unusual chapter activities, such as a POE or Regional Convention, 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 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: Membership database login, AGO National Headquarters website, Richmond area organs, the Richmond Chapter Facebook page, and other social media accounts.
3. Provide technical support regarding website hosting and registration of the Domain name(s).
  4. Maintain the website, updating it as needed and as directed by the Communications Committee Chairperson to ensure all information is up to date.
  5. Make all requested changes on the website within seven (7) days of receiving the new information. If additional time is required to make the changes, inform the Communications Committee Chairperson of the delay, and provide an expected date of completion.
  6. Contact the Communications Committee Chairperson when questions arise about content.

### **Newsletter Editor**

Ten newsletters are issued annually — i.e., monthly except for December-January and July-August. The newsletter is published online and mailed at least five days before the first of the month.

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 chairpersons, and others responsible for newsletter information well in advance of the deadline date.
5. Ask the Social Media Manager and Email Administrator 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. Information received from individual members or the Chapter Life Coordinator, such as birthdays, congratulations, condolences, and other significant events in the life of a member
  - 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. Articles of special or seasonal interest.

8. Include the following in specific issues:
  - c. In March, information about the nominees for chapter offices
  - d. 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.
  - e. In May, June, and September, dues notices accompanied by a clear explanation of dues categories and the procedure for paying.
9. Consult with the Communications Committee Chairperson if questions arise regarding content, formatting, or procedure.

### ***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 Committee Chairperson, Dean, and Sub-Dean for review and proofreading. Receive and make corrections.
13. Send the final newsletter electronically to the Communications Committee Chairperson, Webmaster (copying the Communications Committee Chairperson), and National Headquarters.
14. After verifying that the newsletter is on the chapter website, ask the Email Administrator and Social Media Manager to notify chapter members, other chapter Deans in the Mid-Atlantic Region, the District Convener, and the 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.

### **Email Administrator**

The Email Administrator is responsible for determining the best ways to disseminate information to chapter members and for facilitating the dissemination of information through chapter emails.

The Email Administrator 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.

### **Dinner Reservations Coordinator**

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, and Communications Committee Chairperson.
2. For each dinner, compile the list of names of those making reservations. After the stated reservation deadline, give the final reservation count to the Sub-Dean
3. Dinners for program presenters are to be reserved and provided at chapter expense at the direction of the Sub-Dean. 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 at the direction of the New Organist Development Coordinator.

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

### **Social Media Manager**

The Social Media Manager shall...

1. Administrate the creation and publishing of relevant, high-quality content for all chapter social media channels. Content is to include but not be limited to upcoming chapter events, organ concerts in member churches/synagogues, relevant events taking place in other AGO chapters, and posts from National AGO.
2. Develop, implement, and manage the chapter social media strategy by creating a regular publishing schedule to manage content and promote specific content through social advertising.
3. Integrate all chapter social media channels.
4. Manage all social media advertising campaigns subject to an approved budget and report to the Communications Committee Chairperson the results.
5. Stay up to date with the latest social media best practices and technologies.

### **Photographer**

The Photographer shall...

1. Arrange for photographs to be taken at all chapter programs and events.
2. Following each event, ensure photographs are sent to the Social Media Manager, Newsletter Editor, Historian, and Print Publicity Coordinator for their use.
3. Capture professional, high-quality photographs to include candid images, portraits, and pipe organs/organ consoles.
4. Select and use appropriate photographic equipment.
5. Use photo-editing software and applications to edit, crop, and enhance photographs.

### **Historian**

The Historian shall maintain the chapter archives, including newsletters, Recital Series programs, chapter press releases, reviews of chapter events, and notices of chapter member activities. The archives may also include such items as Minute Books of the Executive Committee and reports distributed at chapter meetings.

### **Community Outreach Speaker**

(Details to be developed)

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## PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee consists of four appointed positions shown in the list below and named their with individual responsibilities. While the person in each position works within his or her area of specific emphasis, together all of the members of the Professional Development Committee are focused on the totality of all aspects related to the members' educational and professional development.

Because the AGO is chartered as an educational organization, the concerns of the Professional Development Committee 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 Professional Development Committee Chairperson is appointed by the Dean upon approval of the Executive Committee and may or may not also serve in one of the four positions. The Professional Development Chairperson is responsible for coordination of the four functions and provides reports to the Executive Committee.

Each person filling one of the positions below is a member of the Professional Development Committee and is selected by the Professional Development Committee Chairperson and appointed by the Dean. Each appointed person may form a Subcommittee to assist in his or her tasks subject to the approval of the Professional Development Chairperson and the Dean.

- **Education Coordinator**
- **Professional Concerns Coordinator**
- **Referral Service Coordinator**
- **New Organist Development Coordinator**

### **Education Coordinator**

The Education Coordinator shall...

1. Be a member of the New Organist Development Committee, Chapter Meetings Programs Committee, and *ad hoc* committees, as needed.
2. Motivate chapter members to pursue continuing educational activities through the following:
  - a. Sharing AGO educational materials with the chapter members
  - b. Writing short articles for chapter newsletters on AGO educational materials, workshops, and the AGO Professional Certification Program
  - c. Organizing study sessions for continuing education, including AGO certification exams
  - d. Speaking regularly and briefly at chapter meetings about educational resources and the educational progress of the membership
  - e. Maintaining contact with the Mid-Atlantic Coordinator for Education.
3. Arrange for the administration of AGO Certification Examinations (for locally administered exams) when there are local candidates or when the Executive Committee authorizes Richmond as an examination center.

### **Professional Concerns Coordinator**

The Professional Concerns Coordinator works to foster good relationships between church musicians and their staff colleagues and congregations.

The Professional Concerns Coordinator shall...

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

### **Referral Service Coordinator**

The Referral Service 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 Referral Service Coordinator shall...

1. Maintain an up-to-date list of voting chapter members (which does not include Chapter Friends) who wish to be listed as substitute organists. Submit updates to the Newsletter Editor and to the Webmaster (copying the Communications Committee Chairperson) 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 to the Webmaster (copying the Communications Committee Chairperson) 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.

### **New Organist Development Coordinator**

The New Organist Development Coordinator shall form a New Organist Development Subcommittee to administer both the **Scholarship Program** and **Meet the Organ Initiatives** by selecting subcommittee members subject to the approval of the Dean. The Education Coordinator is a member of the New Organist Development Subcommittee.

#### ***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 Subcommittee 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 Subcommittee. 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 Subcommittee.

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 a Pipe Organ Encounter may be awarded when funds are available. Such awards must be competitive and advertised to the whole community. Criteria for an award must include evidence of significant potential as an organist.

The New Organist Development Subcommittee 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 Communications Committee Chairperson, the Newsletter Editor for inclusion in the April newsletter, and the Webmaster (copying the Communications Committee Chairperson) for posting.
3. Arrange for appropriate publicity with the Communications Committee Chairperson.
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 contact information with students and teachers.
9. Facilitate arrangements for an appropriate practice organ for each student.
10. Confer with the Chapter Meetings Program Committee to determine the venue and organ for the May student recital.

The New Organist Development Coordinator shall...

1. Before lessons commence, work with the new students and their teachers to establish goals, expectations, and normal procedures for the lessons. After these items are agreed upon, collate these items, as well all other pertinent information needed to undertake the lessons, into a formal agreement document for each student, and have the student, teacher, and Coordinator sign it.
2. Forward copies of the signed agreements to the Treasurer, who will arrange for the students to be given Student Memberships in the Richmond AGO chapter and will prepare and mail invoices for the semester's lessons. Submit the names of the students and their teachers to the Newsletter Editor and the Webmaster, and copy the Communications Committee Chairperson.
3. In August, invite the students to the September meeting. Reserve dinners at chapter expense for those who will attend, including 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.

4. In early December, contact the teachers to assess the students' worthiness for scholarship renewal for the spring semester.
5. In December and April, notify the Treasurer to issue stipend checks to the teachers.
6. In April, invite the students to the May meeting to be held before the students' recital. Produce the printed program for the recital, including each student's biography and identification of the teacher. Reserve dinners at chapter expense for those who will attend plus up to two accompanying parents or other guests per student. Submit the name of each student and guest to the Dinner Reservations Coordinator. Make sure that the teachers and the Chapter Meetings 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 Subcommittee shall...

1. Organize and present educational events for the greater Richmond community upon approval of the Executive Committee.
2. Have the chapter Communications Committee Chairperson promote events that are open to the public. 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.

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## **NOMINATING COMMITTEE**

The Nominating Committee and its Chairperson are appointed by the Dean with approval of the Executive Committee in early November, in accordance with the National Bylaws, Article VIII, Section 3. The Nominating Committee shall be thoroughly familiar with the National bylaws concerning nominations and elections, to which the chapter must adhere.

The Nominating Committee Chairperson shall...

1. In the December newsletter, request suggestions for candidates for the various elected offices.
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 inclusion in 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. If online voting is offered as an alternative, the April newsletter should also contain instructions for doing this.
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 Communications Committee Chairperson for publication through all chapter media channels.

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## PROGRAM COMMITTEES

The chapter program committees consist of the following and others, as needed:

- **Chapter Meetings Program Committee**
- **Organ Repertoire Recital Series Committee**
- **Organ Consultation Coordinator**
- **Children's Choir Festival Committee**
- **Handbell Festival Committee**
- **Pipe Organ Encounter (POE) Committee**

### **Chapter Meetings Program Committee**

See: Sub-Dean, page 7

### **Organ Repertoire Recital Series Committee**

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, receptions, ushers, program printing, and finance.

The Organ Repertoire Recital Series Chairperson is appointed by the Dean upon approval of the Executive Committee. The Recital Series 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 Recital 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 donations and to hand out at chapter meetings. The annual mailing customarily includes all chapter members plus all those on the compiled 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 donations, 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. 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 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 Communications Committee Chairperson for distribution to committee members. 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 Recital 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 Recital Series Treasurer regarding payment to the artist or management and the plan for the Treasurer to obtain the offering
  - b. the Recital Series Reception Coordinator about plans for the reception, if there is to be one
  - c. the Recital 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 Recital 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 Recital 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 Recital Series account has a balance of at least \$800 after payment of all expenses associated with the last recital in the Series.

#### Organ Repertoire Recital Series Treasurer

See: Treasurer, page 9

#### The Organ Repertoire Recital Series Reception Coordinator shall...

1. Consult with the Recital 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 for reimbursement with corresponding receipts for reception expenditures.

#### The Organ Repertoire Recital Series Ushers Coordinator shall...

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 Recital 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 Recital 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 Recital Series Chairperson, if the Treasurer is not present).
7. Direct ushers to collect left-over programs after the recital and give them to the Recital Series Chairperson.

The Organ Repertoire Recital Series Publicity Coordinator shall...

1. Well in advance of stated deadlines, 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. Arrange for purchase of Ear Ads in the *Richmond Times Dispatch* and day sponsorships on WCVE – Music, when requested by the Recital Series Chairperson.
2. Assist the Recital Series Chairperson with the production and mailing of the reminder postcards.

The Organ Repertoire Recital 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 Recital 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 used.

## **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 their 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 Communications Committee Chairperson for publication.

## **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 Festival Chairperson in consultation with the Dean shall appoint the committee members. 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 consulted with the Dean and Organ Repertoire Recital Series Chairperson to ascertain that there are no schedule conflicts. As soon as possible, the Festival Chairperson shall report the festival date, time, location, and conductor to the Executive Committee. The Festival Chairperson shall request pertinent biographical information from the conductor for publicity.
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 Festival Chairperson shall send a request to the festival conductor for interpretive suggestions for the music to be provided either in written form or by recording. This material should be received by the Festival 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. In August, the Festival Chairperson shall send the following information to the Newsletter Editor in time for the September issue:
  - a. A notice about the date, time, and place of the festival; information about the rehearsal; information about the conductor; and an invitation to participate
  - b. The list of the 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 must 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 Festival Chairperson shall appoint a person to be in charge of publicizing the festival at chapter meetings and to work with the Communications Committee Chairperson on publicity through various media.
10. Six months prior to the festival or by September 1, whichever comes later, the Festival Chairperson shall consult with the festival conductor to create an order of service, determine special service requirements, if any, and select hymns.
11. Immediately upon receipt of a choir's fee, the Festival 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 Festival 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 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 must be secured at this time. Clergy shall be sent a copy of the order of service with the 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 money, setting up chairs, securing a podium, etc.
16. At least three weeks before the festival, the Festival 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 Festival 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 Children's Choir 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 Festival Chairperson shall send to the Treasurer the entire offering from the festival, accompanied by a detailed statement of income and expenses. The Festival 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 on staff may participate in a choir festival one time only. This is to encourage membership through the festival experience.

## **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 Festival Chairperson in consultation with the Dean shall appoint at least eight committee members. The committee should include the former Handbell Festival Committee Chairperson, several previous committee members, and additional persons who have indicated an interest in serving.
3. The Festival Chairperson shall call the first planning meeting as soon as possible to do the following:
  - a. Select two or more festival dates, taking into account Easter and school schedules and having consulted with the Sub-Dean and Organ Repertoire Recital Series Chairperson 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, determine their availability on the possible dates, and find out 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, their availability on the possible 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 Handbell Festival Committee.
4. The Festival 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, requesting that 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 Handbell 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 Festival Chairperson shall send to the Treasurer all receipts accompanied by a detailed statement of income and expenses. The Festival 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 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 Handbell Festival Committee shall
    - a. Select repertoire after consultation with the clinician, and notify the clinician of the final list of 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 Festival Registrar shall prepare the registration form that includes the repertoire list, festival dates, and location and shall send the form to the Newsletter Editor for publication in the summer newsletter and to the Webmaster (copying the Communications Committee Chairperson) for posting on the chapter website. The registrar shall send brief notices about the festival to the Email Administrator for email distribution and the Newsletter Editor for publication in subsequent newsletters.
  11. As registrations are received, the Festival Registrar shall send a confirmation to the registrants and forward registration checks to the chapter Treasurer.

12. The Festival 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 Festival Chairperson shall designate a committee member to arrange the clinician's housing.
14. The Festival 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 Festival Chairperson shall designate several committee members to purchase snacks and beverages and take responsibility for making them available.
17. The Festival Chairperson shall arrange for setting up tables and chairs according to the layout plan.
18. The Festival 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 Festival 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 Handbell Festival Committee members
20. The Festival Registrar shall prepare a packet for each participant, which includes a festival program, a name tag, an evaluation form, 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 Festival Chairperson shall open each festival day, welcoming the clinician and participants, introducing the Handbell Festival Committee members, and making other announcements.
22. When money is collected on behalf of the chapter, two appointed chapter members (not to include the Treasurer) shall count the funds and sign and date a notation of the amount before handing the funds to the Treasurer.

### **Pipe Organ Encounter (POE) Committee**

*Pipe Organ Encounters (POE) is an educational outreach program sponsored by the AGO. POEs offer teenagers and adults a rewarding opportunity to learn more about the pipe organ and its construction, instruction with experienced faculty, visits to hear and play outstanding instruments, and the chance to meet and interact with peers who share an interest in the King of Instruments.*

AGO website, May 2021

A Pipe Organ Encounter (POE) is hosted and managed by a local chapter, upon approval from the National AGO. The chapter Executive Committee decides to apply to host a particular type of POE, makes the application to the AGO, and appoints the Director(s) and other key people from the chapter's membership. As an organized program of the AGO, resources and assistance are available at all times



from the AGO's Committee for Pipe Organ Encounters, including a very complete *POE Handbook*. All resources are available on the AGO's website.

The POE Committee consists of the POE Director, a Treasurer, and any committee chairpersons needed to accomplish the needs as outlined in the *POE Handbook*. The POE Director selects the committee members, defining their specific roles at the time of selection.

The POE Director is responsible for all aspects of the POE, although some work is to be delegated to POE committee members, including but not limited to the following:

1. Being involved in the application process
2. Selecting key persons to lead specified aspects of the POE
3. Serving as liaison to the Executive Committee
4. Ensuring that the financial process is appropriately assigned to a POE Treasurer
5. Developing a budget with the assistance of the POE Treasurer
6. Scheduling meetings of the POE Committee as necessary
7. Overseeing faculty selection and issuing contracts
8. Overseeing organ and venue selection and issuing use agreements, as needed
9. Developing the POE schedule of lessons, practice time, workshops, field trips, and other activities.
10. Soliciting volunteers from among the chapter members
11. Ensuring that all persons (faculty, committee members, volunteers) have security background checks completed in advance of the POE event
12. Advertising the key information about the POE
13. Soliciting contributions and grants toward the expenses
14. Preparing final financial and other reports, as needed
15. Organizing the final files for record retention
16. Ensuring that all aspects of the *POE Handbook* and expectations of the AGO's Committee for Pipe Organ Encounters are met in planning and hosting the event

Full details of the responsibilities, possible structure of the committee, and other procedures and AGO expectations are outlined in the *POE Handbook*.

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### **III. 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.