

AREA 2 AC&C Team Job Descriptions

Area ACJC – Appointed by ICJC, Liaisons with Area Director and Convention Chairman

Appointment and Term (from the Contest and Judging Manual)

1. The Area Contest & Judging Chairman's term is from Annual Convention to Annual Convention.
2. The ACJC (one per Area) is appointed by the International Contest and Judging Chairman and is an assistant to the ICJ Committee. As a Committee Assistant, she is entitled to wear a blue-stone Harmony Pin.
3. The ACJC is under the jurisdiction of the ICJC, who is responsible for the necessary training. An ACJC Handbook provides details of responsibilities and checklists for performing all duties.
4. For reimbursement of incurred expenses of her office, the ACJC is to prepare four copies of a Request for Payment Form, retain one copy and forward three copies, with receipts attached, to her respective Area Director for approval and reimbursement. Areas may choose to fund the attendance of their ACJC to Category School when mandated.

AREA ACJC Duties

1. Site approval - No hotel or facility contracts may be signed by the Convention Chairman until official inspection and approval of the site is obtained from the ACJC & Area Director and/or their designated representative.
2. Coordinate Judges travel arrangements.
3. Determine and distribute Judges Per Diems and arrange for reimbursement of judges' expenses.
4. Prepare and distribute Welcome letters for Judges
 - a) Contact with COJ
 - b) Final expense sheets for judges
5. Provide a miscellaneous expense voucher and a note to each Official Panel Member requesting that it be completed and returned to the ACJC by Saturday night of AC&C. This is used to reimburse expenses that were not covered in advance, such as meals while traveling home, reimbursement for the mileage if he/she drove, reimbursement for use of personal computer, etc. Both expense form and memo are prepared by the ACJC and given to the AC&C Judges Services Chairman prior to AC&C weekend. The ACJC will approve each expense voucher and ask the AC&C Treasurer to issue checks to each member submitting an expense voucher. Checks to be distributed to each panel member on Saturday night.

6. Contest Draw (approximately 10 business days following the early contest entry deadline): ACJC receives contest entry forms from the Corporate office. She is responsible for conducting the draw for order of appearance. The ACJC will contact the AC&C Team, competing quartets and choruses ASAP to facilitate the last mailing to the Area.
7. Prepare Chorus contest and Quartet contest schedules which will be included in Mailing # 2. Coordinate this according to guidelines from ICJC. The ACJC must clear the schedule with the COJ and then send copies to the AC&C Team once approved for mailing.
8. Order and hold Area 2 Medals and ribbons purchased by Area 2.
9. Custodian of Harmony, Inc. International ribbons.
Order as needed each January from International Convention Co-ordinator.
10. Notify award winners from previous year to bring their awards to AC&C.
11. Notify award donors to have someone available to present the Award.
12. Have on hand criteria for these awards and any necessary background material for determination of the recipients of same.
13. Choice of mic testers is the responsibility of the ACJC, in consultation with the AC&C Team and the Area Director.
14. The ACJC or her designee announces the Contest results and presents all Area awards.
15. The ACJC presents three copies of a letter of intent to compete at International Contest to all qualifiers at the AC&C site to: President of each qualifying chorus and to each quartet. Completed forms are to be returned to the ACJC, Executive Secretary, and ICJC.
16. Distribute (either herself or through the COJ) Contestant's Appraisal of Evaluation.
17. The ACJC assists in monitoring the Evaluation Sessions under the jurisdiction of the COJ.
18. Retain a copy of the Official Scoring Summaries in a permanent file.
19. Immediately following Area Contests, send congratulatory letters to all Qualifiers.
20. Prepare and submit an AC&C report to the ICJC within 15 days following the contest.
21. Saturday afternoon following the chorus contest the ACJC and Stage Manager are to pack properties for the next year. ACJC shall store all Area contest properties.
22. A Stage Manager will be hired to work with the ACJC backstage during AC&C.

23. A person currently qualified in First Aid and CPR must be identified as a potential resource during AC&C weekend. This person will be recruited by the ACJC and will report to the ACJC.
24. The ACJC and COJ will create a method by which the videographer can communicate with the emcee during contest to indicate that he is ready to start taping.
25. Secure contest DVDs and transmit them to Training Coordinator on the ICJ Committee. Expenses for this master set, if any, is to be assumed by the Area.
26. Any contestant with 60 or more members has the right to request a fourth riser be added to the risers. This fourth step should also have a back railing attached to it, for the safety of those standing on that step. The request for a fourth step must be made on the contest entry form, allowing the Area sufficient time to be sure that this is available.
27. It is preferable that the judges' sleeping rooms not be used as evaluation rooms. However, should the need arise, and then this is the procedure to follow:
 - a) The judges must be told ahead of time, so they know that their rooms will not be entirely private. The judges must be housed in single rooms, so that there is only one evaluation per judges' room.
 - b) The judges' rooms need to be located near each other, and possibly away from others, since this means that there will be singing until midnight in the sleeping room area. The main issue is the cost for booking single rooms for the judges. This would need to be incorporated into the budget.
28. Attend all Area 2 Council Meetings.
29. Maintain a list of all Area 2 properties in her possession:
 - a) American and Canadian flags
 - b) lights
 - c) ready lights
 - d) 5 stop watches (not part of traveling AC&C properties)
 - e) 4 walkie-talkies (not part of traveling AC&C properties)
 - f) any other contest-related items
 - g) First Aid Kit (to be kept back stage)
30. Submit an Annual Report to the Area 2 Director. This report will be presented at the Area Council Meeting held at AC&C.
31. Maintain a complete correspondence and information file, copying in the Area 2 Director and Convention Chairman as needed.

AC&C Convention Chairman Duties

The Convention Chairman is appointed by the Area Director, ratified by the Area 2 Council, liaisons with ACJC, Stage Manager and Judges Services; manages the work of the AC&C Team.

1. Contests are under the jurisdiction of the International Contest and Judging Chairman. They are to be conducted and supervised by the Area Contest and Judging Chairman, who will be assisted by the Hostess Contest Chairman and the official Stage Manager. Final contest site approval must be made by ACJC. Copy in ICJC, ACJC and Area Director on all contest-related matters.
2. Review recommendations/reports from previous AC&C travelling files. Obtain travelling files from Area Director. These should contain five years of budgets and final reports and two years of complete files.
3. Obtain hostess chapter AC&C reports annually for reference.
4. Be aware and vigilant of all duties of AC&C Team, assuring that all duties are completed in a timely fashion. Monitor progress of all team members regularly and copy in the Area Director on all significant correspondence.
5. Book location and needed vendors ASAP. No contract shall be signed with hotel or contest venue until ACJC or her designee approves the contest site.
6. Make sure that all Chairmen on the AC&C Team are aware of their duties.
7. Schedule and chair meetings. Report progress and send copies of minutes of all committee meetings to Area Director in a timely fashion in order to keep her informed and updated on all AC&C matters.
8. Appoint AC&C Team members and coordinate all AC&C Team activities.
9. Monitor the creation of the AC&C budget. Budget to be prepared and submitted at least six months in advance and MUST be approved by the Area Director and Area Finance Committee. This MUST be done before All-Events Pass fee is established. The International Vice President Finance will serve as advisor to the Area at its request. The AC&C Team has the option of including the Saturday night dinner with the All-Events Pass, in order to fulfill hotel or Saturday Night Banquet room obligations.
10. Report progress to Area Director, ACJC, Area 2 Council as requested. Copy in ICJC, ACJC and Area Dir. on all contest- related matters. Send a copy of all AC&C Committee meeting minutes to the Area Director.
11. Oversee site specifications. Consult Area Director regarding facilities and ACJC regarding Contest. Provide details on stage dimensions, riser configuration, quartet shell (if available) and specifics of curtain operation to determine if the site meets standards.
12. Assist ACJC with providing Emcee/Presenter for each contest session; a female barbershopper should be the first choice. Emcee should be familiar with contest protocol

and procedures. Adopt a “presentation style” of Emcee. Emphasise the kind of fillers that would be acceptable during contest sessions. Advise Emcee to attend contestants' briefing and meet with the COJ. Paid expenses for the Emcee are to be determined.

13. Ensure the convention has liability insurance. Liability Insurance is covered by Harmony, Inc.'s policy. A certificate should be obtained by writing to the Insurance Agent. This information can be obtained from the International Executive Treasurer.
14. Each participant of AC&C should receive a contest scoring summary for each event. Use the pre-registration number plus 30 to have enough for the judges, participants and additional Area use. The hostess chapter is responsible for delivering the scoring summaries to all hotels involved with the convention.
15. Provide briefing time for all contestants. Provide briefing time for Official and Practice Panel.
16. Co-ordinate the evaluation session(s) with the ACJC. Following all activities at contest site, a minimum of 30 minutes must be allowed for judges to confer before the start of evaluations. Evaluations should not be scheduled later than 1 a.m. and should not convene earlier than 8 a.m.
17. Ensure that official scoring summaries are provided.
18. Coordinate with the Registrar on compiling an AC&C mailing list. Obtain Associate member list from Area Director and/or Area Secretary. Obtain prospective chapters and contacts from Area Director, Judging Candidates from Training Co-ordinator on ICJ Committee. Judges names will be sent to Chair immediately as they are posted by the ICJC. Assure that judges receive copies of all AC&C mailings and all pertinent information concerning AC&C event. Email is to be used exclusively for the transmission of AC&C information. Emails will be sent to each chapter president or her designee.
19. Establish schedule of Events and provide a program for all attendees. Program must be forwarded to Area Director and ACJC for review prior to printing.
20. AC&C information is to be relayed to the Area 2 Website Coordinator for inclusion on the Area 2 website.
21. Ensure appropriate signage is created and provided for AC&C venue.
22. Submit a final report and recommendations to Area Director within 60 days. Take all recommendations to August Council meeting along with final report, including final financial statement.

Treasurer Duties

The Area 2 Treasurer to serve as AC&C Treasurer; responsible for the AC&C budget, ensuring income is received and expenses are paid; provides financial support onsite during the convention.

1. Handle all money.
 - a) Receive the advance registration money from the Registrar.
 - b) Receive and safeguard money received from Registration desk during the weekend.
 - c) Receive and safeguard money received from sales during the weekend.
2. Prepare budget with AC&C Team. Monitor the creation of the AC&C budget. Budget to be prepared and submitted at least six months in advance and MUST be approved by the Area Director and Area Finance Committee. This MUST be done before All-Events Pass fee is established. The International Vice President Finance will serve as advisor to the Area at its request. The AC&C Team has the option of including the Saturday night dinner with the All-Events Pass, in order to fulfill hotel or Saturday Night Banquet room obligations.
3. Handle all finances, keeping detailed and accurate records of all transactions in a separate account.
4. Pay all creditors.
5. Judges' travel expenses should be paid in advance. (ICJC will send expense voucher to Official Panel.) Per Diem as per current Harmony, Inc. rate and incidental expenses should be provided in cash in registration package upon arrival. Advanced Expense Vouchers are submitted to the ACJC, who will compile the list of payments needed.
6. Follow all Area 2 Financial Policies for All-Events Pass fees and for complimentary All-Events Passes.
7. Arrange for ASCAP or SOCAN license for both contests. Keep an accurate record of the number of tickets sold for each AC&C event and the price at which they were sold. This information is needed for paying ASCAP fees.
8. Obtain tax-exempt number from State Government in the U.S. or Provincial Government in Canada. You may be required to submit one-year record of Area or Chapter Financial Statements as proof of non-profit status.
9. Complete final Receipts/Disbursements Report and final report (including any recommendations) to the AC&C Team within 45 days.

Registrar Duties

Appointed by Convention Chairman; responsible for registering all attendees for the convention and providing contest tickets for at-the-door sales

1. Receive all registration forms and oversee All-Events registration of all attendees. Coordinate with Publicity chairman to include with mailings information regarding All-Events Pass price, any prepaid meals and room rates. This information should also be on the Area 2 Website.

NOTE: All Harmony, Inc. members must buy an all-events pass (except as stated under "Policies/General Information"). All-events passes are transferable, but not refundable. Request that chapters notify the Registrar immediately if an All-Events Pass is transferred.
2. Set up an easily accessible and organized file of names of registrants by chapter for easy handling at AC&C registration (include amount paid, amount due, tickets etc.). Have extra registration packets and receipt books available at all registration areas.
3. Develop registration forms. About four months prior to AC&C, give the forms to the Publicity Chairman to be sent to established mailing list.
4. Establish registration guidelines, hours of operation and location with the hotel.
5. Organize a supply kit for the site to include: tape, scissors, tacks, markers, message board etc.
6. Ensure there is a first aid kit available. (Check with ACJC)
7. Develop and provide nametags for all attendees. Provide "new member" or "first AC&C" identifier for AEPs of all first-time members. Have each chorus and quartet indicate new members to AC&C by highlighting the appropriate names on their official master registration list.
8. Provide copies of weekend schedules, contest schedules, etc. at the registration desk. This may be in addition to information that was sent in previous mailings.
9. Work with Publicity Chairman to ensure individual tickets for each event are available. Organize sales at the door of these individual tickets. Number and cost of seats sold must be reported to the Convention Chairman for ASCAP/SOCAN records.
10. Arrange with the Treasurer for "seed" money for the registration desk. This request needs to be made at least one week prior to AC&C.
11. Provide a bulletin board for messages and act as the central point for lost and found. Provide mailboxes for all Area chapters, competing quartets, and the Area Representative.

12. Submit a final report to the Convention Chairman within two weeks of convention. This report should include a final breakdown of total income from All Events, tickets, meals etc.

Facilities Chairman Duties

Appointed by Convention Chairman; responsible for both the hotel and contest venues; ensuring the stage area is set up to determined specifications.

1. Be primary contact with all hotel services. Discuss, at AC&C meetings all needs such as Judges' hospitality, Judges' Area at contest site, Hospitality Room needs, Banquet needs, Education classrooms, and education needs (overhead, video player, etc.). Make sure there are no additional charges for these items that haven't been accounted for in the AC&C budget.
2. Advise hotel of special requirements, stressing such factors as:
 - late-hour singing
 - roll-aways
 - additional towels (which may be returned soiled with makeup)
 - fewer bartenders needed than facility suggests
 - desirability of housing chapter members in groups
 - need to house AC&C functions away from other functions (i.e., weddings) where a band may be playing
3. Prior to AC&C weekend the Convention Chairman and Facilities Chairman should meet all the hotel staff members (Pre-Con meeting) with whom they will be working (e.g., Convention Manager, Catering Manager, Head Chef) and thus improve the opportunity for maintaining close liaison with the hotel.
4. Oversee hotel registration. Determine process to be used. About four months before AC&C, give details of hotel registration process to the Publicity Chairman and Website Manager for publication.
5. INSIST that the hotel send confirmation to all attendees.
6. Determine meal needs for AC&C with the committee. Coordinate these with the catering department at the hotel. Make any necessary arrangements for special diets.
7. Coordinate with hostess chapter any food requirements for the hospitality room.
8. Oversee site specifications.
9. Arrange for Judges' hotel rooms, which should be made available upon their arrival, whenever that may be. Special arrangements may be needed with the hotel for early check-in for judges, in order that they may attend to their contest duties.
10. E-mail is a great tool for communication. Please have each chapter designate only ONE person to receive and respond to all AC&C communication. Questions coming from a variety of members often create confusion and duplication. The hostess chapter should designate one person to receive and send e-mail as well. Questions can be filtered to the appropriate chairman. Presidents/Contacts must ensure that all mailings are read and distributed to either all members or those who need to know the information.

11. Arrange for Friday evening and Saturday afternoon meals for judges and practice panel members. Invite Area 2 Director, Emcees, Convention Chairman, Hostess Chapter Chairman and Judges' Services Chairman. The cost of these meals should be included on the AC&C master bill with the hotel (covered under miscellaneous expenses on page 4 Disbursements [8n]). Practice panel members should be advised of the cost of these meals including tax and tip so that they can reimburse the Facilities Chairman.
12. Quiet signs outside the contest site are necessary.
13. Make sure there are plenty of direction signs posted from accommodation site to contest site. A site map would be helpful, too.
14. Submit a final report to the AC&C Convention Chairman within two weeks of convention.

Contest Chairman Duties

Appointed by Convention Chairman; responsible for working with the Stage Manager on all backstage–related matters; ensuring the judges area is set up appropriately, ensuring appropriate sound and lighting for the contest, secure risers needed, ensuring contests are videotaped and audio taped; responsible for all the pre-contest work being done.

1. Arrange for the display of the Flags of both countries (see Flag protocol in the Area 2 Manual). Area 2 properties include flags, which are stored with the ACJC.
2. Make sure lighting person comes to Chorus on-stage time to adjust the lighting from the quartet contest. The lighting for quartets is not adequate for choruses.
3. Provide sound/performance CDs/DVDs. A copy of the Area contest DVDs will be forwarded to the ICJ for judges training program. This will be handled by the ACJC. Arrange for at least two sets of complete DVDs.
4. Co-ordinate the evaluation session(s) with the ACJC. Following all activities at contest site, a minimum of 30 minutes must be allowed for judges to confer before the start of evaluations. Evaluations should not be scheduled later than 1 a.m. and should not convene earlier than 8 a.m.
5. Assist ACJC and Hostess Chapter in arranging for sufficient helpers to run the contest smoothly and according to Harmony, Inc. guidelines: i.e., doors, backstage, any contestant hostesses, runners.
6. Coordinate with ACJC all equipment required for both Quartet and Chorus contests.
7. Provide for a sound and lighting system per ICJC criteria.
8. Submit a final report to the Convention Chairman within two weeks of convention. This report should include a final breakdown of total income from All Events, tickets, meals etc.

Judges Services Chairman Duties

Appointed by ACJC, liaisons with Convention Chairman; responsible for taking care of the judges.

1. Work with ACJC in securing travel for judges – from the airport, to the hotel, convention site, and back again to the airport.
2. Meet with judges upon their arrival (or arrange for someone to do this), providing them with their welcome package, assisting them with the room and answering questions.
3. Make sure that there is open communication between you and the ACJC and the judges. You are there to answer any questions they may have.
4. Co-ordinate "snacks" for judges during the Evaluations after each contest with the Facilities Chairman. If there is a judges' hospitality room (or extra judges' hotel room), ensure that it is supplied with snacks, beverages, etc.
5. Make sure that the judges have all important schedules and information concerning their weekend, including education schedules and locations.
6. Coordinate the needs of the judging panel, including meals, contest site, transportation, and last minute changes. The ACJC will provide information and guidance.
7. Be available to meet with ACJC and COJ throughout the weekend, especially upon arrival, during the facilities check, immediately before and following contests for identified needs, including duplication and distribution of scoring summaries.
8. Set up the Judges Area at contest, meeting all specified guidelines and the judges' needs.
9. Submit final report to the AC&C Convention Chairman within two weeks of convention.

Publicity/Communication Chairman Duties

Appointed by Convention Chairman; responsible for all publicity and marketing of the convention.

1. Create mailing list. This list will include: Area 2 chapters and quartets, Area 2 prospective chapters and contacts, Area 2 Chorus Directors, Associate members, ACJC Area 2 Director, Judges and Candidates. Mailings should also be sent to the following members of the International Board: Executive Committee, Executive Secretary, IPP, ICJC, and the Publicity Chair/assistant. Double check Area 2 master mailing list and inclusions (IBOD, etc.) with Area 2 Director and/or Area 2 Secretary to ensure accuracy. Email is now used exclusively for the transmission of AC&C information. Emails will be sent to each chapter president or her designee. Current and accurate e-mail lists can be obtained from the Area Director or the Area Secretary.
2. Creating the contents of the mailings, with information received from all AC&C Team members. Once created, the mailing is to be sent to the Area Director, Convention Chairman and ACJC for clearance to ensure the accuracy of all the information. This information should then be sent to the compiled mailing list and also be sent to the Area 2 Website Manager for inclusion on the Area 2 Website.
3. Upon confirmation of official and practice panel, send them all AC&C information.
4. Send flyer to chorus directors to include information regarding AC&C education classes, riser and stage dimensions.
5. Publicize this event locally to help promote the hostess chapter(s), Area 2, and Harmony, Inc.
6. Post AC&C, submit an article for *The Key-Note*, *Borderlines* and the Area 2 and/or Harmony, Inc. website.
7. Provide signs for site, coordinating with AC&C Team members.
8. Ensure that Award photos are taken.
9. Submit a final report to the AC&C Convention Chairman within two weeks of convention.

Stage Manager/Backstage Team Duties

Appointed by ACJC, liaisons with Convention Chairman; responsible for all backstage duties related to all contest sessions.

NOTE: This job description already exists in the AC&C Manual and needs no updates for the AC&C Team proposal.

Hostess Chapter Duties

The Hostess Chapter is selected/approved by Area 2 Council by some pre-determined rotation; responsible for Hospitality Room; identifying and implementing a convention theme; acquiring and scheduling volunteers to help during the contest sessions; assisting with duties as assigned by the Convention Chairman.

The Chairman of the Hostess Chapter AC&C Committee should be in contact with the Convention Chairman as they work toward the common goal of a successful AC&C. She is there to answer any and all questions.

The Hostess Chapter will identify and provide volunteers to work during the AC&C weekend, as identified and needed by the ACJC and/or Contest Chairman.

THEME

Choose your theme for the weekend by the September Council meeting one and a half years before your AC&C year. If you would like to create your own art work/logo to be used on AC&C communications, such art work/logo must be sent in a computer-friendly format to the Publicity Chairman and to the Registrar at the Council Meeting one year before your AC&C.

Please choose a "color" to identify your contest year. This color will be used on the program cover, DVD, tickets, etc.

Provide information for mailings about theme, sales, hospitality room, Banquet, etc. Members of the Hostess Chapter should be easily identifiable to AC&C attendees (dress alike, identifying badges, etc.).

HELP IN YEAR PRIOR:

It would be advisable for the hostess chapter members to help the AC&C Team and current hostess chapter to familiarize themselves with the workings of hosting an AC&C.

SATURDAY BANQUET (room & sound equipment which will be handled by the AC&C Facilities Chairman)

1. Within Area Council guidelines decide the theme, format, etc.
2. Develop the schedule and advise participants, following Area 2 Guidelines.
3. Co-ordinate necessary room requirements (microphone, stage, risers, etc.) with Facilities Chairman.
4. Designate an Emcee for the evening. This person is there to assist in moving the program forward, as there are many performers. Send this person a thank you; a small gift may be appropriate as well.
5. Reserve seats for Official and Practice Panel members and any visiting dignitaries.

6. Create seating plan, reserving tables for each chorus/attendee for the banquet. You can ask for assistance from the Convention Chairman.

HOSPITALITY: (This can be as simple or complex as the chapter would like - just coffee and snacks – up to selling items to profit the hostess chapter.)

1. Organize the room for attendees to gather. (i.e., snacks/coffee, tables and chairs for visiting.) This room may also be used for a craft table, Charity activities, Harmony, Inc. Sales and Properties/Resource Materials table and other sale items. *The room arrangement (as well as coffee set up, table set up, and regulations regarding snacks) will be handled by the Facilities Chairman. The Hostess Chapter will arrange the schedule with its members/friends to cover the Hospitality Room. The Hostess Chapter is in charge of their own craft/profit-selling tables.
2. Post the hours that the room will be open. This room should be open as much as possible, except during contest sessions.
3. Coordinate with Facilities Chairman the food requirements for hospitality room.
4. Coordinate signage with Publicity Chairman for hospitality room.
5. Arrange for hostess chapter members to be easily identifiable to attendees.
6. Plan a prominent place to display the Area 2 Awards.
7. Any chapter or quartet wishing to sell their own CDs or tapes must submit their request to the hostess chapter 60 days in advance of AC&C, so they can be accommodated in the Hospitality Room, if space is available. The registering group must manage their own sales.
8. Hostess Chapter is responsible for decorating to support their chosen theme, and ensure they stay within the budget allocated.
9. Submit a final report to the AC&C Convention Chairman within two weeks of convention. This report should include a financial report, things that worked well, issues to be adjusted in future years, and recommendations for the AC&C Team. Submit any unpaid receipts to the Area Treasurer for reimbursement.