

ACT III CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

8.03 (a) Appointive Standing Committee; Philanthropic Programs Committee

- (1) **Act III** This committee shall be composed of the Chair and members as may be deemed necessary to prepare and present entertainment programs to residents in care facilities.
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The Chair of ACT III shall be chosen by group consensus and agreement of the person selected.

The responsibilities of the Chair are:

- Attend rehearsals and performances on a regular basis
- Appoint group members to carry out responsibilities necessary to the program. These include scheduler, choreographer, hospitality person, closet coordinator and vice-chair.
- Keep a record of attendance and hours for all performances and rehearsals. Keep a numerical record of persons attending performances as well as all facilities involved.
- Write a monthly program report which reflects the schedule of that month's activities and numbers involved as well as a report of the budget expenditures to date and submit that report to the Philanthropic Programs Chairman.
- Attend monthly program meetings.
- Inform general membership of the activities of ACT III in order to involve more members.
- Attend NOVA meetings in order to recruit new members.
- Facilitate recording of new songs and recordings as needed.
- Write an annual report and submit to president and Philanthropic Programs Chairman.
- Submit a budget yearly.
- Annually review and update job description, if necessary.
- The Chair should have sufficient computer skills to communicate to the other members via email and email attachments and be proficient with Excel if necessary regarding program budget.