



The Market Street Singers

Section Leader Guidelines

Overview

Section Leaders play a very important role in The Market Street Singers, both musically and socially. This document offers guidelines for the role of Section Leader, and suggestions on how to successfully lead a section of the chorus.

What a Section Leader Does

Section Leaders in The Market Street Singers focus on these areas:

1. Social leadership:
 - Try to know each person in your section by name, as much as possible
 - Introduce yourself to new members, and help orient them
 - Be aware of member attendance issues
 - Keep a running list of your section's members and contact information (in coordination with the Membership Committee)
 - Arrange any desired social events for your section
 - Help communicate members' questions and concerns to the Membership Committee or the Board
2. Musical leadership:
 - Arrange one official sectional each season (or more if wanted)
 - Help members keep up with the pace of rehearsals
 - Help facilitate any desired extra musical practice
 - Take notes during rehearsals noting changes made by the Director
 - If possible send out a brief, emailed message to section members with any important music updates after rehearsals
 - Help inform members' musical questions or concerns to the Director

Section leaders are also sometimes asked to assist in collecting music fees at the first rehearsal of each season.

Section Leaders are asked to serve for one year. Good attendance is requested as a key to effective leadership and group continuity. If circumstances change and a Section Leader is no longer available to fulfill the role, they should inform the Membership Committee and the Board, who will help to find a suitable arrangement or replacement if needed.

Backups

Each Section Leader should ideally have a Backup in their section who can take over during absences. Either Section Leaders or Backups are asked to take notes and keep track of musical changes during



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rehearsals, and report or have these available for members. Backups are also encouraged to greet new members and get to know each member in their section.

If the Section Leader wishes to partner with the Backup more regularly to help with section duties (even when the Section Leader is present) that is also encouraged. Especially in the larger sections, having a dynamic Backup partner will be very helpful.

Section Leaders are encouraged to help find a good Backup in their section. If they need help with this, the Board and/or the Membership Committee will help find someone.

Number of Section Leaders

There should be one Section Leader and ideally also one Backup Section Leader for each section in the chorus. The seven sections are:

- Soprano 1
- Soprano 2
- Alto 1
- Alto 2
- Tenor
- Bass 1 (Baritone)
- Bass 2

Annual Appointment

Each fall at the Annual Meeting, Section Leaders may renew their position for the upcoming year, choosing whether they want to continue or give other potential Section Leaders an opportunity to contribute.

Prior to the Annual Meeting, the Membership Committee will contact existing Section Leaders regarding their plans for the following year. Choir members interested in a Section Leader position may apply by responding to a call for volunteers placed in the Gazette or to a verbal request at rehearsals. In the event there are multiple volunteers for the available Section Leader position, more than one Section Leader may be assigned to a group.