

AIC President Position Description

- Provide overall management and direction of all AIC activities.
- Formulate agendas for, and preside over, semi-annual AIC Board of Directors meetings.
- Oversee AIC annual membership meetings.
- Cast tie-breaking vote at AIC Board meetings when necessary.
- Serve as primary AIC liaison with Society Board of Directors.
- Represent AIC at Society Mid-Winter Board meeting.
- Determine annual President's Award recipient and present at membership meeting.
- Recognize 25th anniversary quartet at membership meeting.
- Toast new quartet champions at post-International competition AIC reception.

Immediate Past President
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Serve as consultant/advisor to the AIC President.
- Determine AIC Board nominations for the coming year and present for approval at annual membership meeting.
- Supervise AIC Historian.
- Maintain, and update when necessary, Board position descriptions.

Vice President
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Plan and coordinate AIC meetings and activities at Society's International Convention, to include VIP reception, AIC welcome reception, chorus rehearsals, AIC afterglow, and new champs reception.
- Supervise "Sing With The Champs" coordinator and Winter Weekend manager.
- Perform duties of the President in his absence.

Secretary
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Take, distribute in a timely manner, and maintain minutes and other related documents of all official AIC Board and membership meetings.
- Record, maintain and report on all between meeting Board actions.
- Supervise Medallion editor.

Treasurer
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Maintain accurate AIC checking and savings account records.
- Formulate and monitor annual AIC budget and related reports.
- Develop and update financial records on each AIC revenue-generating project.
- Ensure 10% of each year's net profit is transferred to the Society's Endowment Fund.
- Prepare a year-to-date through November AIC financial report for the Society's Mid-Winter board meeting.
- Prepare an end-of-year financial report for the Society's Finance and Administration Director.
- Submit the proper Federal Income Tax forms each year to the IRS and the Society's Finance and Administration Director.
- Prepare, distribute and review expense reimbursement forms for all authorized AIC events.
- Ensure the AIC financial records and accounting procedures are independently audited at least biannually.

At Large: Show Producer
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Formulate and obtain AIC board approval of a financial plan and budget for the AIC show at the Society's International Convention.
- Manage show expenses within approved budget.
- Determine appropriate show site and staging requirements.
- Direct the creation of the show's artistic plan.
- Negotiate, sign and manage show related vendor contracts.
- Specify show set-up and preparation schedule.
- Determine, and negotiate if necessary, audience transportation requirements.
- Supervise AIC show committee, to include Artistic Director, Musical Director, ticket chair and other support staff.

At Large: Endowment Fund Chair
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Supervise AIC Endowment Fund committee.
- Promote the value of the fund and solicit contributions thereto.
- Gather, and recommend to the AIC board, ideas for use of fund dollars.
- Ensure the implementation of AIC board approved fund projects.

At Large: Marketing Position Description

- Participate as a voting member of the AIC Board of Directors.
- Supervise the production of AIC Masterworks series recordings and other products.
- Coordinate the promotion and use of AIC quartets at the International Convention as mic testers, medal presenters, at events, in the media, etc.
- Determine and coordinate the sale of AIC recordings at convention venues, including the Harmony Marketplace and at the AIC show.
- Analyze the cost/benefit, and recommend to the AIC board, other opportunities and venues for marketing AIC products.
- Gather and formulate new ideas, marketing programs and products to grow AIC revenue and promote the AIC in general.

At Large: Education
Position Description

- Participate as a voting member of the AIC Board of Directors.
- Assign AIC quartets to District Harmony Education Program (HEP) schools for the following year based on available dates.
- Serve as AIC liaison to Society's Quartet Development Committee.
- Gather and recommend to the AIC board new ideas for developing quartets within the Society.
- Manage the promotion and use of the quartet development brochure and the Quartet Hosting Manual.