

## REGIONAL CHAIR RESPONSIBILITIES and TIMELINE

Site-specific responsibilities may be shared, as decided by the directors of each region.

### Spring:

- Help manage the All-Virginia Orchestra event (SRO only)
- Facilitate contract with guest conductor (make request, send VMEA contract, arrange for payment at event)
- Communicate with directors of your region regarding auditions (date, location, audition material)
- Determine event repertoire in conjunction with the guest conductor and/or directors or your region

### Late Summer:

- Read and become familiar with [VMEA Event Manual](#) and [VMEA Event Finance Form](#)
- Communicate with directors of your region regarding auditions (again)
- Send pre-registration materials for auditions
- Establish school-based account for auditions as per VMEA protocol

### September:

- Oversee JRO/SRO auditions (communication, paperwork, finances, VBODA/VMEA protocol).
- Send out results of auditions to directors of your region
- Complete VMEA financial report (due 6 weeks after auditions)
- Set event budget and student registration cost

### Fall:

- Establish school-based account for event as per VMEA protocol
- Oversee JRO/SRO event (paperwork, finances, VBODA/VMEA protocol)
- Send registration and financial forms to directors (at least 4 weeks prior to event)
- Set rehearsal schedule
- Order medals, print certificates, and name tags
- Purchase, rent, or borrow music, have on stands at event
- Make sure conductor has a rehearsal assistant at all times
- Create and print concert program
- Make arrangements for student and director meals
- Make arrangements for guest conductor meals and lodging
- Communicate needs to Site Host (i.e. rehearsal spaces, equipment storage, seating chart, percussion, dining, etc.)
- Facilitate audio recording and photographs if desired by your region
- Provide supporting personnel to run event (faculty, parents, students)
- Distribute information including school maps, parking, arrival, and registration procedures (one week prior to event)

### At Event:

- Make sure conductor has a rehearsal assistant at all times
- Preside over directors meeting
- Determine future audition, event site/hosts, and dates
- If necessary, determine (in conjunction with directors of your region) audition material and share with directors of your region by the date agreed upon in your region
- Facilitate the selection of All-Virginia Audition judges

### December:

- (SRO only) submit list of students eligible to audition for All-Virginia and judges to VBODA Orchestra Representative
- Communicate with Orchestra Representative regarding dates, locations, and hosts of your region's auditions and event
- Complete [VMEA Event Finance Form](#) (due 6 weeks after event)

### As needed:

- Communicate with VBODA Orchestra Representative and VBODA President regarding issues that arise in your region
- Communicate with the VBODA Orchestra Representative and VBODA web manager regarding updates needed on your regional website