



## Indiana Choral Directors Association Duties of District Representatives

**As an appointed member of the ICDA Board, all District Representatives are expected to:**

- Attend ICDA board meetings and the ICDA summer conference
- Act as coordinator of activities within your designated district
- Actively recruit new members to ACDA and promote attendance at the annual ICDA Summer Conference
- Act as liaison between the membership in your district and the ICDA Board
- Submit a yearly report on District activities to the state President on or before April 15
- Assist the ICDA President-Elect with the Summer Conference by:
  - 1) Creating interest session topics, finding presenters and communicating that information to the President-Elect during the fall of each year.
  - 2) Communicating with performing ensembles regarding possible concert appearances during the summer conference and communicating that information to the President-Elect during the fall of each year.
- Oversee projects that you and your constituents deem necessary to assist in enhancing choral music
- Become aware of the names of all music teachers and conductors in your area, through ICDA and ISSMA

The above are minimum expectations of a District Representative. District Representatives are appointed to a two-year term by the incoming Vice-President and may be reappointed to additional terms in office. ICDA Board meetings are held quarterly, usually on Sunday:

- 1) preceding the ICDA summer conference
- 2) a Sunday during the fall, time TBA at the ISSMA office in Greenwood
- 3) during the state IMEA conference (usually Friday)
- 4) a Sunday during the spring, time TBA at the ISSMA office in Greenwood

Mileage to all meetings except the summer conference is reimbursed. All Board members are expected to make every effort to attend the Board meetings.

The Indiana Choral Directors Association is a chapter of the American Choral Directors Association.