Role Statement:
Choir Teacher and Hourly Paid Instructor (HPI) Representative

The Choir Teacher Representative provides an interactive interface between the Board of SAPPSMS, Choir Teachers in schools and HPIs.

The role of the Representative is to:

✓ represent the perspective of Choir Teachers and HPIs to the Board, considering that the realisation of the plans and goals of the PSMF Team relies heavily on Choir Teachers and HPIs being able to effectively fulfil their roles in schools; and
✓ provide Choir Teachers and HPIs with an Executive perspective in response to queries and concerns.

The Representative is required to:

✓ be actively functioning in the role of a Choir Teacher in a school;
✓ have functioned in roles that will enhance the Choir Teacher perspective eg. years of service, production team, troupe involvement, orchestra or other roles within the PSMF;
✓ have good communication skills;
✓ be discreet when dealing with issues and concerns; and
✓ have good conflict management skills.

Responsibilities of the Representative:

It is the responsibility of the Representative to:
✓ attend SAPPS Music Society Board meetings – provide a Choir Teachers' Report and perspective;
✓ attend conferences and be available to Choir Teachers;
✓ send regular emails during the year sharing information and insights to Choir Teachers;
✓ respond to Choir Teachers' queries or concerns and direct them to the appropriate PSMF team member where necessary;
✓ be available for phone/email contact for information, issues, concerns and support;
✓ support new Choir Teachers by:
   ✓ assisting the Production Manager at Conference 1 with the New Choir Teacher information session, and follow up during the year; and
   ✓ organising mentors and encouraging regular contact.
✓ continue to raise the profile of the Choir Teacher Representative through:
   ✓ easy access via the website;
   ✓ making regular contact with Choir Teachers; and
   ✓ being visible and approachable at conferences, rehearsals and performances.