



6/9/2021

# North by Northwest Region 13

Regional Management Team (RMT) and  
Resource Staff Job Descriptions

*North by Northwest Region 13 is a cutting-edge group of diverse women singing, performing, and championing a cappella music.*

Editor: Communications Coordinator

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## RMT and Resource Staff Listing

*Click on any of the Position Titles to see the full Job Description. Click on the HOME button on the keyboard to return to the top of the document.*

### [Communications Coordinator](#)

Oversees communications from International; disbursement of communications to the Regional Management Team and Region membership; membership databases; Regional Newsletters and eBlast; website; and Regional Calendar.

#### **Resource Staff**

[E-Blast Editor](#)

[InTune Editor](#)

[Regional Calendar Manager](#)

[Regional Webmaster](#)

[Assistant Webmaster](#)

[Communications Assistant Resource Staff](#)

[Social Media Administrator](#)

[Virtual Events Administrator](#)

### [CRC\Events Coordinator](#)

Oversees all events during the year: Regional Convention, SET, Schools, Workshops, Meetings. Insures each event is being handled by the Coordinator in charge, the venues and contracts are in place by the Facilities Chair, registration is handled by the Registrar and Harmony Emporium is in place by the Harmony Emporium Chair.

#### **Resource Staff**

[Afterglow Chair](#)

[Awards Chair](#)

[Competition Chair \(CC\)](#)

[Convention Communications Chair](#)

[Facility Event Specialist](#)

[Good Luck Bag Chair](#)

[Harmony Emporium Chair](#)

[Official Panel Liaison](#)

[Registration Chair](#)

[Show of Champions Chair](#)

[Thursday Night Kickoff Chair](#)

[Traffic Pattern Chair](#)

[Transportation Chair](#)

[Venue Acquisition Specialist](#)

[VIP Chair](#)

[Webcast Chair](#)

## Directors Coordinator

The Directors Coordinator communicates educational needs and goals of front-line directors and associate directors in the region. This position oversees the Director Mentor program and facilitates communication among Chorus Directors.

### **Resource Staff**

[Director Certification Program \(DCP\) Coordinator](#)

[Director Mentoring Program Coordinator](#)

## Education Coordinator

Oversees development, execution and delivery of regional education and training programs that support the mission of Sweet Adelines International to advance the musical art form of barbershop harmony through education, competition and performance. Appoints and oversees the activities of Regional Education Resource Staff. Serves as member of the Regional Management Team.

### **Resource Staff**

[Annual Convention Education Class Chair](#)

[Area School Site Manager](#)

[Area School Specialist](#)

[Arranger Certification Program \(ACP\) Coordinator](#)

[Arranger Education Specialist](#)

[Coaching PVI Coordination Chair](#)

[Commitment to Musical Education \(CME\) Manager](#)

[Education Scholarship Chair](#)

[Faculty Facilitator Specialist](#)

[Faculty Retreat Chair](#)

[Faculty Specialist Development](#)

[General Education Specialist – Area Schools](#)

[General Education Specialist – SET](#)

[Leadership Development Specialist](#)

[Love Parade Chair](#)

[Online Education Manager](#)

[Quartet Education Specialist](#)

[Saturday Show Chair](#)

[SET Thursday Afternoon Activities Chair](#)

[Young Women In Harmony \(YWIH\) Coordinator](#)

[Young Women In Harmony \(YWIH\) Zone Leader](#)

## Finance Coordinator

Ensures that all financial resources of the region are accounted for in an effective and efficient manner, prepares annual regional budget, manages bank accounts and investments, prepares financial statements, submits accounting records for audit, receives all regional funds, issues all regional payments and files annual 990 tax form.

### **Resource Staff**

#### Accounting Specialist

## Marketing Coordinator

Develops and provides marketing and public relation programs that promote chapter and regional events and membership growth and retention. Coordinates regional convention marketing efforts. Writes and distributes regional press releases and produces media kit. Maintains the regions social presence.

### **Resource Staff**

## Membership Coordinator

Oversees membership programs for the entire region, its choruses, its prospects, its growth and retention. Appoints and oversees the activities of the Membership Resource Staff; serves as a member of the Regional Membership Team

### **Resource Staff**

#### 1ST Timers Class Chair

#### Alternate Membership Manager

#### Longevity Awards Chair

#### Membership Growth, Retention & Expansion Manager

#### New Chorus Shower Chair

#### Prospective Chapter Manager

#### Revitalization Manager

## Team Coordinator

Oversees activities of the Regional Management Team and Associate. Appoints and oversees the activities of the Region 13 Bylaws and Rules Chair, and the Nominations Committee.

### **Resource Staff**

#### Bylaws and Rules

#### Nominations

#### Team Administrative Assistant

#### Associate Regional Management Team Member

Complete RMT and Resource Staff Job Descriptions

## RMT - Communications Coordinator

**Description:** Oversees communications from International; disbursement of communications to the Regional Management Team and Region membership; membership databases; Regional Newsletters and eBlast; website; and Regional Calendar.

**Reports to:** Regional Management Team

**Supervises:** Regional Database Manager, In Tune Editor, Webmaster, E Blast Editor, Regional Calendar Manager

**Selected by:** Regional Management Team

**Term:** 2 year appointment

**Responsibilities:**

- Receives communications from the International organization and Regional Management Team and disperses to the region.
- Maintains internal communication channels among the region, chapters, and individual members.
- Oversees the design, implementation and maintenance of the regional Web site and database with input from the Marketing Coordinator.
- Maintains Regional Leadership Database.
- In consultation with the Regional Management Team, prepares and submits the Annual Regional Evaluation Report and the year-end State of the Region Report to the Corporate Secretary at international headquarter by established deadline.
- Meets with the Communications Resource Staff as needed and ensures each Resource Staff member:
  - Maintains comprehensive records and forwards materials to successor.
  - Trains her successor.
  - Provides budget information as requested
  - Contributes to, and implements her assignments from, the Long Range Strategic Plan
  - Maintains contact with other regional and International personnel as appropriate
  - Appoints additional staff to assist in the implementation of responsibilities, after consulting with the Communications Coordinator.
- Maintains a complete record of regional meetings and activities
- Records and prepares minutes of all meetings of the Regional Management Team (RMT), including eMeetings and conference calls.
- Distributes copies of minutes to members of the RMT, Corporate Secretary at International Headquarters, and others as directed
- Distributes summaries of meetings to the regional website and chapter leaders
- Maintains records of meetings of all Regional Resource Staff (may be invited to attend or be sent a summary of decisions/discussion items to include in the regional records)
- Records updates to the Regional Long Range Strategic Plan and maintains regional copy.
- Attends all meetings of the RMT, and meetings of Resource Staff as requested and possible

*E-Blast Editor*

**Reports to:** Communications Coordinator

**Supervises:** No one

**Works with:** Regional Management Team

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**



- Gather information for each issue from RMT, Choruses and International.
- Writes and/or edits articles
- The email newsletter is sent to all members of Region #13
- There is no set schedule for the newsletter. It is on an “as needed” basis.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Some experience with designing e-Newsletters

*InTune Editor*

**Report to:** Communications Coordinator

**Supervise:** Any reporters or production assistants

**Works with:** Communication Coordinator, Regional Calendar Manager, Regional Executive Committee

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**

- Determine publication dates for InTune, taking note of distribution at critical information receiving times for the Region (i.e.: prior to convention, post competition, etc.).
- Distribute dates to Regional Management Team, Chapter Leaders, and Central Duplicating.
- Solicit and gather information for each issue of InTune from RMT, Choruses and various regional/international publications.
- Writes and/or edit articles for inclusion in InTune.
- Designs each issue of InTune.
- Accept and coordinate advertising to be included in InTune.
- Responsible for having every issue proofread. The Communication Coordinator should be one of the proofreaders.
- Report to the Communications Coordinator as appropriate.
- Submit expense vouchers within 45 days of scheduled activity.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Strong grammar and proofing skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected.
- Some experience in designing newsletters preferred

*Regional Calendar Manager*

**Reports to:** Communications Coordinator

**Supervises:** No one

**Works with:** Communications Coordinator, Chapters. RMT

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**

- Receives information from chapters on events such as shows and education events
- Works with Webmaster to update calendar on regional web page
- Reports to the Communications Coordinator as appropriate.
- Keeps track of errors and notifies web mistress for inclusion on website.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Average computer skills
- Problem-solving and decision-making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Preferred experience working with content in Choir Genius

### *Regional Webmaster*

**Reports to:** Communications Coordinator

**Supervises:** Website Assistant

**Works with:** Communications Coordinator, RMT, chapters, quartets

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**

- Updates information as necessary.
- Coordinates links to other chapter/regional/international sites.
- Networks with other webmasters.
- Provides training and consultation to other regional and chapter web developers
- Coordinates activities for Regional Convention webcast

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Web-design experience including some graphical design
- Prefer administrative experience with Choir Genius or other internet-based member management system
- Some experience with html coding preferred
- Excellent grammar and proofing skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities

### *Assistant Webmaster*

**Reports to:** Regional Webmaster

**Supervises:** No one

**Works with:** Communications Coordinator, RMT, chapters, quartets

**Selection:** Appointed by Communications Coordinator with input from Webmaster

**Term:** 1 year

**Responsibilities:**

- Updates website information as requested by webmaster
- Coordinates links to other chapter/regional/international sites.
- Networks with other webmasters.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Detail oriented, responsible, reads/responds to emails in a timely manner
- Strong organizational skills
- Strong verbal and written communication skills
- Familiar with Region 13 operations/personnel/"traditions
- Comfortable with Choir Genius and prefer some HTML experience
- Some graphic skills required for the public pages (Home page sliders, event graphics, etc.), though that could be assigned to a graphic-artist type of person.

### *Social Media Administrator*

**Reports to:** Communications Coordinator

**Works with:** Marketing Coordinator Staff and Regional Management Team

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**

- Maintains records of login information for social media accounts (namely: Facebook, Instagram, Twitter, YouTube)
- Monitors and updates Region 13 social media specialized leader groups
- Looks for new and different ways to use social media platforms to our advantage and stays aware of emerging platforms
- Actively seeks out information regarding social media analytics, peak posting times, and audience data, to be better informed about our demographic and analyze our social media performance

- Assists Marketing Coordinator in promptly responding to comments, messages, and more from our community of followers; and pursues ways to keep our readership and membership more engaged through social media
- Assists Marketing Coordinator and Resource Staff, as needed, in creating and publishing posts in a timely manner that correlates with deadlines, events, recognition for chorus/quartet activities, etc.
- Assists Communications Coordinator with managing YouTube channel including posting videos and maintaining playlists

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Detail oriented, responsible, reads email and responds timely
- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Some familiarity with Region 13 operations/personnel/"traditions
- Experience with monitoring and posting on Social Media sites including management of multiple sites
- Some graphic skills preferred

*Communications Assistant Resource Staff*

**Reports to:** Communications Coordinator

**Works with:** Other Communications Resource Staff and Regional Management Team

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**

This position will work on small tasks as needed to help the Communications Coordinator Team complete projects timely.

**Some tasks might include but are not limited to:**

- Assisting with maintaining regional documents:
  - RMT and Resource Job Descriptions
  - RMT Organization Chart
  - Forms
  - Updates to strategic plan

- Proofing documents
- Producing regional videos using PowerPoint
- Assisting webmaster on projects
- Assisting Social Media Administrator
- Scheduling virtual meetings on Zoom
- Drafting eBlast and InTune articles
- Adding content to Region 13 Facebook special member groups
- Adding videos to Region 13 YouTube channel
- Gathering photos and information for region 13 communications

**Skill Requirements:**

- Detail oriented, responsible, reads email and responds timely
- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work within groups
- Some familiarity with Region 13 operations/personnel/traditions
- Some graphic skills preferred

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

*Virtual Events Administrator*

**Reports to:** Communications Coordinator

**Works with:** Regional Management Team, Webmaster, Registrar and Faculty Specialists

**Selection:** Appointed by Communications Coordinator

**Term:** 1 year

**Responsibilities:**

- Maintains Zoom meeting subscription
- Monitors Zoom attendance and secures additional participant subscription if needed
- Schedules Zoom meetings for the region
- Maintains a list of Zoom specialists within the region who can assist with educational event hosting
- Works with Faculty Specialists in organizing Virtual Education events and receiving information on hosting needs
- Communicates Zoom meeting information to Regional Webmaster, Regional Calendar Manager, Marketing Coordinator and Registrar as needed.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Communications Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Communications Coordinator
- Submitting a report to the Communications Coordinator prior to RMT meetings or updates as requested

**Skill Requirements:**

- Detail oriented, responsible, reads email and responds timely
- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Some familiarity with Region 13 operations/personnel/"traditions
- Advanced Experience with creating, organizing, recording, and hosting Zoom Meetings

RMT - CRC and Events Coordinator

**Reports To:** Regional Management Team

**Works With:** Regional Management Team and Convention Committee

**Selection:** Regional Management Team

**Term:** 2 years

**Responsibilities:**

1. General Chair of the Regional Convention. Plans and runs the regional convention in accordance with International and Regional procedures. Ensures that all jobs are staffed and chairpersons are fulfilling their responsibilities. She sets the timetable for events and ensures that deadlines are met.
2. In charge of the Regional Convention Team made up of: CRC, Convention Chair, OPL, Facilities Event Specialist and Convention Communications Chair.
3. Sets up fall Convention Team face to face meetings with monthly phone meetings to follow lasting till the month of Convention.
4. Along with the RMT Communications Coordinator, selects the Convention Communications Chair.
5. Appoints other committee chairs such as: Harmony Emporium, Kickoff, Show of Champions, Afterglow, Photographer, Good Luck Bags and works with the Registration Chair for the Welcome Center.
6. Communicates with all Convention Team members, all other chairpersons, etc to make sure jobs are being handled. Also reports to the RMT.

7. Formulate and submit Convention Budget to the RMT Financial Coordinator.
8. Ensures all contracts are complete and reviewed by the Contract Specialist.
9. Along with the Convention Team, responsible for the Convention Schedule.
10. Compiles a VIP list made up of Regional, International, helpers, outside performers, etc, attending convention who will receive comped AET tickets. This list is forwarded to the Registration Chair.
11. Completes Convention reports required and sent by International.
12. Maintains records and forwards to her successor.
13. Train her successor.

**Position Requirements/Expectations:**

1. Strong organization, administrative and leadership skills.
2. Understanding of Regional/International policies and procedures for Convention.
3. Excellent communication and interpersonal skills with people at all levels.
4. Ability to make decisions, as well as delegate responsibility and authority.

*Afterglow Chair*

**Reports To:** Chair of the Regional Convention

**Appointed By:** Chair of the Regional Convention

**Responsibilities:**

- Oversee the Afterglow Saturday night of Convention weekend.
- Develop a theme, plan and timeline for the Afterglow.
- Work with the Facilities Chair to secure rooms and technology needs.
- Work with the CRC to determine budget needs.
- Arrange for food and beverages.

*Awards Chair*

**Reports To:** Contest Chair

**Appointed By:** Contest Chair

**Term:**

**Responsibilities:**

- Manages the Awards for the Regional Quartet and Chorus Competitions.
- Provides all awards for both competitions and manages the distribution of these awards at the conclusion of the competitions. A box of awards left over from the previous contest should be available.
- Must be organized to do a thorough job of maintaining an inventory, preparing orders with the Contest Chair and preparing awards in advance.
- Appoints helpers to assist with this position.

**Note: The CRC receives award certificates from International and passes them on to the Awards Chair.**



### *Competition Chair (CC)*

**Appointed By:** International on the recommendation of the Chair of the Regional Convention (CRC)

**Reports To:** Chair of the Regional Convention (CRC)

**Term:** 1 year appointment

**Responsibilities and Duties:** The Competition Chair is responsible for coordinating all aspects of the Regional Quartet and Chorus Contests. She works with the Chair of the Regional Convention and all other Convention Team members; OPL, Communications Chair and Facility Event Specialist. Maintains records, budget information and trains her successor.

1. Along with the CRC and the Facility Event Specialist, she participates in the inspections and selection of the competition facilities.
2. Creates the schedule of events for both contests.
3. Handles all plans and responsibilities for the competition stage including curtain movement.
4. Handles all plans and responsibilities for the backstage movement of contestants including safety precautions.
5. Determines the riser configuration.
6. Supervises the signal system used between the Panel Chair and backstage.
7. Coordinates with the Panel Chair for a time for the sound check, briefings and inspection.
8. Makes arrangements for video and audio recording of the contests which includes providing the recording media needed.
9. Delivers the recordings to the OPL following each contest.
10. Sends the master recordings to International headquarters within two weeks following Convention weekend.
11. Makes arrangements for the quartet and chorus contest webcast which includes appointing a Webcast Chair to oversee the webcast company plus assign webcasters for each contest.
12. Conducts the quartet and chorus director briefings.
13. Collects list of competing members form from all competing choruses at the briefing. Gives the lists to the Panel Secretary.
14. Collects cue sheets from the Open Division contestants at the briefing and makes copies; one for each member of the judging panel, panel secretary, trial scorers and technical crew. Give to the Panel Secretary to distribute.
15. Finalizes all arrangements for the traffic patterns, traffic pattern schedules, sound, lighting and photography.
16. Sends traffic patterns plus schedules to the Panel Chair for approval after the initial order of appearance is sent from International headquarters.
17. Makes copies of the traffic pattern for the panel chair and technical crew.
18. Meets with the Panel Chair on Thursday evening or Friday morning of Convention week to verify and distribute judging packets and panel secretary supplies received from International headquarters.
19. Works with TicketsWest for single event ticket sales the day of each contest.

20. Communicates with Ovation as to when they will be performing after the quartet contest.
21. Schedules a time with the 1st Timer's Chair to tour the stage following the briefing.
22. Selects the emcees, awards presenters and pages to support the judging panel for both contests.
23. Reviews and finalizes emcee cards.
24. Selects staffing helpers for backstage, briefings, judges inspection, traffic pattern, Saturday morning chorus rehearsals, awards, audience choice voting and announcing, door monitors, etc.
25. Selects a busing chair.
26. Ensures that information on the first place quartet and chorus, the first place Division A and Division AA winners are sent to International headquarters for publication in the Pitch Pipe. The form is sent from International.
27. Completes International reports as designated by International.
28. Should the Competition Chair be a competitor, her backstage responsibilities must be temporarily assigned to someone else while she is unavailable.

**Position Expectations:**

Strong computer, organizational, administrative and leadership skills.

Understanding of regional and international policies and procedures especially related to the Regional Competition.

Excellent communication and interpersonal skills.

Ability to make decisions as well as delegate responsibility.

Ability to manage stress in meeting deadlines and working with varying personalities.

*Convention Communications Chair*

**Appointed By:** Chair of the Regional Convention and Communication Coordinator

**Reports To:** Chair of the Regional Convention

**Duties:**

1. Manages communications about the annual Regional Convention.
2. Is a member of the Regional Convention Team.
3. Gathers convention information from the Convention Team for the regional competition webpages, pre-convention bulletins, E-Blasts, InTune issues, etc. Verifies all information is correct. Articles are submitted to the E-Blast and InTune editors for publication and distribution to Region 13.
4. After the Team has decided upon a Convention logo and distributes it to appropriate individuals for use.
5. Set up the after Convention online evaluation/survey.
6. Assign any assistants as needed to help carry out duties.

**Skills:**

1. Detail oriented, responsible, reads and replies promptly to emails.
2. Meets deadlines.
3. Familiar with Region 13 operations/personnel/traditions, etc.
4. Comfortable with Choir Genius functions and has some knowledge of HTML.
5. Graphic skills preferred
6. Excellent writing and grammar skills
7. Comfortable with delegation.

### **Other Important Information:**

Must be available for the monthly Regional Convention Team meetings via Zoom and the two face to face meetings which are held from September through Convention month in the spring.

### *Facility Event Specialist*

**Reports To:** Regional Events Coordinator

**Supervises:**

**Selection:** Regional Events Coordinator

**Term:** 2-year appointment – to overlap EVCs terms

**Responsibilities:** Facilitate/coordinate all on-site facility management to ensure successful implementation of regional education events, including contracted arrangements for function space, sleeping rooms, catering services, equipment needs, and any special event needs

### **TASKS:**

- File Maintenance Ongoing: work with the Venue Acquisition Specialist to maintain files for future event planning.
- Understand what is in place: Communicate with Venue Acquisition Specialist to review venue contracts and learn what each one covers before work on events begin.
- Communication: For each event as it nears, communicate the Region Education and Events Coordinators with what the contracts include and talk over if current plans/expectations can be met. If not, determine what needs to be added to the contracts, and have the Venue Acquisition Specialist work with the venue to get an addendum added to the existing contract. Make sure that the contract and any addendums will meet the needs of the event.
- Coordinate with the Education Coordinator or her General Education Specialist to guarantee that the workshop faculty needs are being met through a Host.
- Contact venue staff contact(s) to introduce yourself as the Facility Event Specialist and reconfirm contracted services as outlined in the final contract.
- Planning/Agenda/Schedule: Work closely with Region Education and Events Coordinators and the event chair to make sure all details are understood and taken care of:
  - Agenda/schedule and on how they want the event to unfold.
  - Floorplan/Room layout: Determine when rooms are used, seating setup, equipment needs - to make the best use of the facility for our members
  - Prepare housing and registration information. Work with the Regional Registrar to develop a registration form to be distributed to Chorus Presidents/Team Leaders and/or specialized training groups with input from the Regional Education Coordinator, Events Coordinator, and/or appropriate Resource Staff.
- Coordinator activities with other regional education and administrative staff as appropriate.
- Send **accurate** venue names, location, dates, and transportation info to the Marketing Coordinator.
- Confirm on-site any negotiated services on arrival at event, including catering needs, meeting room set up, and confirm audio visual equipment is arranged for and in place
- Build your team to ensure all details are taken care of, such as:
  - On-site registration needs for check-in area and staff.
  - A/V needs, resources, and room assignments

- Catering
- Classroom monitors (for equipment)
- Appoint additional staff as needed
- **Post Event Tasks**
  - Confirm hotel master bill in collaboration with Finance Coordinator
  - Collect event statistics, including pick-up report of rooms actually used.
  - Add the above data to the Master Event Details Chart
  - Discuss with the Venue Acquisition Specialist anything learned that should be built into future plans.
  - Communicate or meet with members of the Education and Events Resource Staff as requested.

## **Responsibilities**

### **Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Region Events Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Region Events Coordinators
- Submitting a report to the Regional Events Coordinator prior to RMT meetings or updates as requested

### **Position Expectations:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Some experience in working with education needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected.

## *Good Luck Bag Chair*

**Reports To:** Chair of the Regional Convention

**Appointed By:** Chair of the Regional Convention

### **Responsibilities:**

- Responsible for managing the Good Luck Bags at Regional Convention.
- Provide bags for each competing chorus and quartet for well wishes in the form of cards, small trinkets or treats.
- Bags should be decorated either with the theme of the convention or some other manner.
- Bags need to be arranged onto tables in the lobby of the DoubleTree.

## *Harmony Emporium Chair*

**Reports to:** Chair of the Regional Convention and SET General Education Specialist

**Supervises:**

**Selection:** Events Coordinator

**Works with:** Chair of the Regional Convention, SET General Education Specialist, Facilities Chair and Finance Coordinator

**Term:**

### **Responsibilities:**

- Plan and implement the Harmony Emporium Program. Recruit vendors and organize facilities to operate a sales boutique at Regional Convention and SET.

- Set a plan for hours of operation.
- Make all vendor arrangements, communicate with vendors regularly and collect table rental fees and signed agreements. Notify groups eligible for 'free' space.
- Work with Facilities Chair to arrange for necessary space and tables/chairs for vendors. Assign vendor spaces.
- Submit periodic and final reports to the Chair of the Regional Convention and SET General Education Specialist.

### *Official Panel Liaison (OPL)*

**Appointed By:** Contest Chair

**Reports To:** Contest Chair and Convention Team

**Term:** 1 year appointment

Description: Appointed as a member of the Convention Team, the OPL is responsible for all convention activities relating to the official Judging Panel. The OPL attends meetings, participates in decisions, monitors expenses, etc. She appoints a committee to help her with the various duties. Any expenses incurred are submitted to the CRC for approval and payment by the Financial Coordinator. Her primary concern is the care and comfort of the Judging Panel from the time they are appointed until they depart after the convention. All arrangements for the Judging Panel are coordinated through the OPL.

#### **Duties:**

1. Works with Facilities Event Specialist to arrange judging panel housing.
2. Communicates regularly with judging panel members, informing them of all convention arrangements.
3. Arranges transportation for judging panel members.
4. Facilitates all meal functions and makes reservations and transportation as required.
5. Confirms complimentary convention registrations with CRC VIP list sent to the Registration Chair.
6. Provides each panel member with a regional convention program.
7. Notifies Facility Event Specialist of any hospitality needs in the official panel's rest area/parlor including comfortable chairs.
8. Notifies Facility Event Specialist of any supply/equipment needs at the competition site.
9. In accordance with the regional standing rules and procedures, make arrangements for trial scorers.
10. Makes arrangements for photocopying and faxing official results.
11. Prepares contestant packet envelopes.
12. Attends all official inspections.
13. Attends all briefings.
14. Following each competition session, works with the panel secretary to distribute contestant packets and official results.
15. Distributes or mails contestant packets that are not picked up.
16. Completes International and Regional final reports as designated.

#### **Position Requirements:**

1. Experience with the International Judging Program or Panel Secretary Program is preferred.
2. Strong organization and administrative skills.
3. Excellent communication skills

4. Ability to make decisions as well as delegate responsibility.

### *Contract Review Specialist*

**Reports to:** Events Coordinator

**Appointed by:** Events Coordinator

**Term:** Unlimited

**Duties:** Responsible for reviewing all Regional events contracts prior to signing.

1. All chairs and coordinators who have obtained a pending contract will send that contract to the Events Coordinator who will in turn send it on to the Contract Review Specialist.
2. The Contract Review Specialist will then review and/or submit corrections, deletions, etc of the contract and send back to the Events Coordinator to do the final approval. Once the contract is approved, then the chair or coordinator who submitted the contract for review will be notified by the Events Coordinator with the corrections, if any, and that it is approved and ready for signing.

**Position Requirements:** Experience with reviewing contracts.

### *Registration Chair*

**Reports to:** Events Coordinator/Chair of the Regional Convention and Competition Chair

**Supervises:**

**Appointed by:** Events Coordinator

**Works with:** Chair of the Regional Convention, Finance Coordinator, SET/General Education Specialist, Area and Quartet Schools/Education Coordinator, Director Schools/Director Coordinator, Regional Webmaster and any other members overseeing any of the events.

**Term:**

**Responsibilities:**

- Develop registration procedures, forms. Work with Regional Webmaster to set up electronic registration. Work with Finance Coordinator for the handling of payments.
- Provide registration badges and materials as needed.
- Set up registration and ticket sales for each site location. Also provide staff for registration and ticket sales for each site location.
- Supervise and appoint volunteers as needed for each event.
- Track and send registration fees to the Finance Coordinator.
- Submit budget plus periodic and final reports to the person overseeing each event and also to the Events Coordinator.

### *Show of Champions Chair*

**Reports To:** Chair of the Regional Convention

**Appointed By:** Chair of the Regional Convention

**Responsibilities:**

- Plans and executes the Show of Champions

- Works with the Convention Team to determine time for the event on Saturday night of Convention week.
- Works with the Facilities Chair to determine venue and ensure set-up is appropriate for seating, technology, lighting, etc.
- Determines which choruses and quartets will be invited to perform and their order of appearance.
- Contacts performing directors, choruses, quartets with performance information.
- Acts as the Emcee or designates an Emcee for the Show.

### *Thursday Night Kickoff Chair*

**Appointed by:** Chair of the Regional Convention

**Reports to:** Chair of the Regional Convention

**Duties:**

1. Plan Kickoff event held on Thursday evening of Convention week which includes, membership activities, RMT installation, Mass sing, presentations and both Sweet Adeline and outside guest performances.
2. Check with CRC for budget allowance.
3. Works with the Facilities Event Specialist to attain all room, technical and stage needs.
4. Either handles the Emcee duties herself or assigns an Emcee.
5. Works with the Membership Coordinator for membership items.
6. Works with the Director Coordinator for the Mass Sing items.
7. Works with the Team Coordinator for the RMT Installation.
8. Invites Sweet Adeline groups and outside groups for entertainment.

### *Traffic Pattern Chair*

**Reports To:** Contest Chair

**Appointed By:** Contest Chair

**Responsibilities:**

- Manages the quartet/chorus traffic patterns at Regional Convention
- It is ideal if the Traffic Pattern Chair is not in a competing quartet or chorus.
- She and her staff assist the Contest Chair with setup of all rooms in the competition patterns, monitoring the movements of the quartets and choruses through the competition patterns.
- This chair needs to recruit assistants for both quartet and chorus contests who can be on duty the entire competition, especially if this chair is in one of the contests.

### *Transportation Chair*

**Reports To:** Contest Chair

**Appointed By:** Contest Chair

**Responsibilities:**

- Manages the busing at Regional Convention.
- Responsible for providing competitors and attendees with transportation service between the hotels and the competition venue where needed.

- Work with Contest Chair for budgeting costs.

### *Venue Acquisition Specialist*

**Reports To:** Regional Events Coordinator

**Appointed By:** Regional Events Coordinator

**Term:** 2-year appointment to overlap EVCs terms

**Responsibilities:**

- Facilitate the securing of appropriate venues for regional education programs and events
- Stay in communication with all involved parties until the event is over.

**TASKS**

- Develop Regional Event Files. with the Facility Event Specialist to maintain the following files for future event planning: contracts, Master Event/History Details, Current info on possible venues (including current venues and transportation options), Contact List of Venue staff, Region 13 membership list, chorus leaders, map of Region 13 and chorus locations.
- Consult with Region Education and Events Coordinators to determine general site requirements\*\* including number of anticipated attendees, sleeping room needs, function room space, catering/food needs, and any possible special event needs Develop a set of generic RFIs, RFPs, and RFQs for each type of regional event. (pre-planning)
- Conduct site visits when reasonable to evaluate possible sites for future events.
- Determine a location and venue for an upcoming event, will include: - consulting with Region Education and Events Coordinators to determine the purpose and exact needs - Make a list of any special on-site needs / uses - Customize each RFIs, RFPs, or RFQs, review with Region Education and Events Coordinators, and distribute as appropriate - if not already done, schedule and perform on-site inspections for suitability for the event - Negotiate initial facility contracts, until one appears to meet all of our needs
- CONTRACT APPROVAL - Review final contract carefully for event – make any needed changes - Send the final contract to the Regional Contract Review Specialist and to the Events Coordinator for review and approval. - Send approved contract to the Finance Coordinator for signing and submitting (and posting on XERO)
- ADDENDUMS TO EXISTING CONTRACTS - As events near, communicate with the Facility Event Specialist to make sure that the existing contract will meet the needs of the event. - If not, work with the venue and see if an addendum can be added to the existing contract.
- POST EVENT - Communicate with Facility Events Specialist and discuss any items that might require changes in future contract planning. - review the additions made by the Facility Events Specialist to the Master Event Details Chart - Communicate or meet with members of the Education and Events Resource Staff as requested.

\*\* Reminder: Hotels determine the value of a meeting by considering several things, including the number of sleeping rooms needed, arrival/departure pattern, no-show factor, amount of catered food and beverage, usage of their outlets (restaurants, etc) and the number of people likely to use room service. The history should include regional convention statistics.

**Responsibilities**

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor



- Training her successor
- Providing budget information to the Region Events Coordinator
- Contributing to, and implementing her assignments from the Long-Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Region Events Coordinator
- Submitting a report to the Regional Events Coordinator prior to RMT meetings or updates as requested

**Position Expectations:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Some experience in working with education needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected

*VIP Chair*

**Reports to:** Chair of the Regional Convention

**Appointed By:** Chair of the Regional Convention

**Responsibilities:**

- Oversees the VIP invitations for Regional Convention.
- Works with CRC to put together the current VIP list.
- Makes sure that VIP's receive a complimentary All Events Ticket, program and VIP ribbon.

Determine with CRC whether or not VIP seating can be accommodated.

*Webcast Chair*

**Reports To:** Convention Chair

**Appointed By:** Convention Chair

**Responsibilities:**

- Manages the quartet/chorus contests webcast at Regional Convention.
- Responsible to select the webcast announcers for both contests.
- Gather information from all competitors and arrange information, along with other interesting SAI and Regional information, in a binder for the announcers.
- Monitor and coordinate the webcast during on-air and break times while working closely with the producer of the webcast.

RMT – Director’s Coordinator

**Reports To:** Regional Management Team

**Works With:** Regional Management Team and Convention Committee

**Selection:** Regional Management Team

**Term:** 2 years

### *Director Certification Program (DCP) Coordinator*

**Reports To:** Director's Coordinator

**Appointed By:** Director's Coordinator

**Responsibilities:** Oversees the Director Certification Program in Region #13

- Acts as contact with SAI for DCP issues
- Facilitates testing during SET and other regional activities
- Works directly with DCP candidates about test results/needs
- Sends choruses necessary paperwork for onsite evaluations
- Tallies test results and sends to Directors' Coordinator for approval
- Updates SAI on testing results
- Maintains database of DCP participants and status
- Awards DCP certificates

### *Director Mentoring Program Coordinator*

**Reports To:** Director's Coordinator

**Appointed By:** Director's Coordinator

**Works With:** Directors' Coordinator, Education Coordinator, Chorus Directors

**Responsibilities:** Oversees the Director Mentoring Program

- Directors' Coordinator will make mentor/buddy assignments after consultation with mentor and mentee as well as providing contact information and program requirements.
- Directors' Coordinator will coordinate assignments, provide materials and give guidelines for mentoring.
- Provides consistent contact for education, encouragement and support to the Mentor and the Mentee.
- Coordinates 1 to 2 visits per year for each Mentor/Mentee combination.
- Coordinates transportation costs through the International Chapter Visit Program or Region funds from the Education and/or Director Coordinator budget;
- Coordinates with the Chorus Administration of the Mentee for assessment of the program, progress, and assistance in the program.

### RMT - Regional Education Coordinator

**Reports to:** Regional Management Team

**Supervises:** Regional Education Resource Staff which includes: Arranger Education Specialist; Faculty Specialist Development; Faculty Specialist Facilitator; General Education Specialist – SET; General Education Specialist – Area Schools; Leadership Development Specialist; Quartet Education Specialist; Scholarship Chair; YWIH Specialist; any other staff position deemed necessary and approved by the RMT.

**Works with:** Regional Management Team; Education Resource Staff; International Faculty; International Headquarters Staff; Regional Education Coordinators from other regions.

**Selection:** International Appointment (The RMT will recommend to the Regional Leadership Committee three candidates for their consideration.)

**Accountable to:** Regional Management Team  
**Term:** Two- year appointment (Even numbered years)

**POSITION SUMMARY:**

Oversees development, execution and delivery of regional education and training programs that support the mission of Sweet Adelines International to advance the musical art form of barbershop harmony through education, competition and performance. Appoints and oversees the activities of Regional Education Resource Staff. Serves as member of the Regional Management Team.

**RESPONSIBILITIES/DUTIES**

1. Responsible for delivery of education programs and training in the following areas:
  - General Education (Chartered, Prospective, Revitalizing Choruses and General Membership)
  - Specialty Training (Arranger, Director/Director Certification Program, Faculty, Quartets, YWIH, and other groups as needed)
  - Events and Facilities (Workshops, Seminars, and General Membership Events)
2. Appoints, directs, and oversees the activities of a Regional Education Resource Staff to assist in overall Responsibilities:
  - Arranger Education Specialist
  - Faculty Specialist
  - General Education Specialist
  - Leadership Development
  - Quartet Education Specialist
  - YWIH Specialist
  - Appoints Special Project Coordinators as needed
3. Develops and executes a strategic long-range education plan for the region with her regional staff and ensures that it rolls into the overall regional strategic plan.
4. Participates in the development of the overall Regional Strategic Plan with the other members of the Regional Management Team.
5. In conjunction with the Regional Education Resource Staff, plans, develops, and executes regional education programs, including an education class at the annual regional convention.
6. Plans and facilitates all Regional Education Resource Staff meetings.
7. Develops Regional Education Resource Staff training that includes teambuilding strategies.
8. Develops a proposed annual education budget for consideration by the Regional Management Team.
9. Maintains comprehensive records, identifies and mentors potential successors, and forwards materials to her successor.
10. Provides timely response to reporting requests from International Headquarters
11. Attends Regional Management Team training as required.
12. Monitors performance of members of the Regional Education Resource Staff

**SUPERVISORY:**

- Oversees and supervises activities of the Regional Education Resource Staff. Performs related functions including appointments/reappointments.

**COMMUNICATES WITH:**

- International Regional Leadership Committee
- Regional Management Team
- Regional Education Resource Staff
- Chorus Administrative Leaders
- Chorus Directors and Musical Leaders
- Regional Faculty
- Quartets
- Arrangers
- General Membership, including CAL members
- Sweet Adelines International Headquarters Staff

**RELATIONSHIPS:**

- Maintains open communication with other RMT members. Communicates in an atmosphere of mutual respect and in a timely manner.
- Works closely with the RMT as they oversee the planning of the Leadership Development Specialist based on regional needs.
- Education Resource Staff: Establishes and maintains open communication with all regional staff members in an atmosphere of mutual respect and in a timely manner.
- Chorus Leadership and General Membership: Creates an atmosphere of open communication and mutual respect and responsiveness to challenges and concerns.
- Sweet Adelines International Headquarters Staff: Establishes and maintains open communication with the Director of Education as a resource for providing information and guidance.
- Other organizations: Develops and maintains relationships with music and performing organizations, as well as public schools, to advance Young Women in Harmony activities.

**POSITION QUALIFICATIONS:**

**Desired Characteristics**

- Inspirational leadership capability
- A visionary with proven ability to convert complex projects into actionable tasks
- Executive presence: High level of confidentiality, integrity, and ability to delegate
- Strong organizational skills and ability to support multiple projects with appropriate attention to detail
- Ability to manage moderate to high stress in supporting multiple projects, deadlines, and varying personalities and diverse functions.
- Strong problem-solving and decision-making skills and experience
- Ability to work independently and within groups
- Strong verbal and written communication skills
- Excellent public speaking and presentation skills
- Ability to attend regional education and convention events; travel required

**Desired Experience**

- Prior service at the Regional level.
- Prior service as a member of the Regional Education Resource Staff
- Other service at the chapter, regional and/or international level especially related to education
- Relevant work experience related to the responsibilities of this.

### *Annual Convention Education Class Chair*

**Reports to:** General Education Specialist—SET  
**Supervises:** no one  
**Works with:** Convention Steering Committee, General Education Specialist—SET, Faculty Specialist—PEP, Facilities Coordinator Marketing Coordinator, Technology Chair. Faculty Host  
**Selection:** Appointed by General Education Specialist—SET  
**Accountable to:** General Education Specialist - SET  
**Term:** One -year appointment

**Responsibilities:**

- Works with the General Education Specialist—SET to identify topics for the curriculum at the education class offered at the Region 13 Annual Convention.
- Works with the General Education specialist—SET and/or the Faculty Specialist—PEP to secure faculty to teach the class.
- Works with the Convention Steering Committee to secure a date, time, and location for the class and to arrange for appropriate technology needs and room set up requirements.
- As needed, works with a Technology Chair and/or a Faculty Host.
- With the assistance of the Marketing Coordinator, market the event to the Region.
- Oversee the class. Introduce the faculty. Start and stop on time. Prepare, distribute, and gather class evaluations. Summarize results and submit report to the General Education Specialist—SET. Send thank you to faculty.
- Maintains comprehensive records, identifies and mentors potential successors, and forwards materials to her successor.

### *Area School Site Manager*

**Reports to:** General Education Specialist—Area Schools  
**Supervises:** Onsite workshop staff as needed (Registrar, Catering Chair, Faculty Host, Technology Chair)  
**Works with:** General Education Specialist—Area Schools, Regional or Guest Faculty, Facilities Coordinator

**Selection:** Appointed by General Education Specialist—Area Schools  
**Accountable to:** General Education Specialist – Area Schools  
**Term:** One-year appointment

**Responsibilities:**

- Serves as the key liaison between the General Education Specialist—Area Schools and the hostess chorus.
- In conjunction with the Facilities Coordinator and the hostess chorus liaison, appoints an on-site team of host chorus members to serve in key on-site roles such as registration, catering, and technology. Monitors and coordinates their work to ensure smooth operations.
- Works with the Facilities Coordinator to secure venue for Area School.
- Communicates regularly with the General Education Specialist—Area Schools, Facilities Coordinator, and the chorus on-site team.
- Oversees all workshop activities and ensures smooth operations.
- Submits periodic and final report to the General Education Specialist—Area Schools.

### *Arranger Certification Program (ACP) Coordinator*

**Reports to:** Arranger Education Specialist

**Supervises:** ACP Testing monitors/proxies

**Works with:** Regional Education Coordinator, Arranger Education Specialist, Members enrolled in ACP

**Description:** Oversees the Arranger Certification Program in Region 13.

**Responsibilities:**

- Acts as direct contact to SAI for ACP issues
- Facilitates testing during SET and other regional activities
- Works directly with ACP candidates about test results/needs
- Sends choruses necessary paperwork for onsite evaluations
- Tallies test results and sends to Arranger Education Specialist for approval Updates SAI on testing results
- Maintains database of ACP participants and status
- Awards ACP certificates at Thursday night Kick Off

### *Arranger Education Specialist*

**Reports to:** Regional Education Coordinator

**Supervises:** Members of Region 13 registered in IMAP (International Music Arrangers Program)

**Works with:** Regional Education Coordinator, members participating in Certified Arranges Program (CAP)

**Selection:** Appointed by the Regional Education Coordinator

**Accountable to:** Regional Education Coordinator

**Term:** One-year appointment

**Responsibilities:**

- Serves as an Education Resource Staff Specialist and fulfills the responsibilities outlined in that more global, overarching job description.
- Within the Education Resource Staff, specializes in the development, implementation, and oversight of the Arrangers Program.
- Has direct contact with SAI regarding Arranging Program
- Encourages participation in the Arranging Program
- Facilitate workshop, if needed
- Assists Regional Education Coordinator in assessing education needs
- Help plan/assist with arranging workshops
- Maintains comprehensive records, identifies and mentors potential successors, and forwards materials to her successor.

### *CME (Commitment to Musical Excellence) Manager*

**Supervises:** No one

**Works with:** Faculty Specialist—PEP, Regional Faculty, chorus directors and chorus leadership in the CME program

**Selection:** Appointed by Faculty Specialist Facilitator

**Accountable to:** Faculty Specialist Facilitator

**Term:** One -year appointment

**Responsibilities:**

- Works with the Faculty Specialist—PEP to determine which choruses to include in the program.

- Under the direction of the Faculty Specialist—PEP, maintains the written Commitment to Musical Excellence program description and forms.
- Works with assigned Regional Faculty and monitors each chorus's progress in the program.
- If appropriate, make site visit to CME choruses.
- Submits periodic reports to the Faculty Specialist—PEP.

### *Coaching/PVI Chair*

**Reports to:** General Education Specialist—SET  
**Supervises:** Other volunteers, as needed to assist with coaching/PVI needs  
**Works with:** Workshop Chair (may be performed by the General Education Specialist—SET), Faculty Specialists, Regional Faculty, Quartet Education Specialist, Registrar  
**Selection:** Appointed by General Education Specialist—SET  
**Accountable to:** General Education Specialist – SET  
**Term:** One-year appointment  
**Responsibilities:**

- **Plan:** With the Workshop Chair, develop a coaching/PVI plan
- **Set a timeline of activities.**
- **Determine registrants:** Work with Registrar to identify which individuals and quartets have registered for coaching.
- **Secure coaches:** In consultation with the Faculty Specialists, select coaches and PVI givers.
- **Develop a coaching schedule.** Identify which coach is coaching with which student(s) at what time and in what room.
- **Communicate:** Publish schedules and communicate with coaches, students, Registrar and Workshop Chair. Send “coaching guidelines” to students to help them be as prepared as possible for their coaching experience.
- **Evaluate:** Develop an evaluation form for students and coaches to complete and submit following their session. Collect, analyze, and report on results. Provide results to the Faculty Specialists.
- **Report:** Submits periodic and final reports to General Education Specialist—SET.

### *Education Scholarship Chair*

**Reports to:** Regional Education Coordinator  
**Supervises:** No one  
**Works with:** General Education Specialist—Area Schools, Regional Finance Coordinator, InTune Editor, Eblast Manager, Regional Webmaster  
**Selection:** Appointed by Regional Education Coordinator  
**Accountable to:** Regional Education Coordinator  
**Term:** One-year appointment  
**Responsibilities:**

- Works with the Regional Education Coordinator to determine the amount of money that is available for education scholarship awards.
- Maintains the written Regional Education Scholarship program description and forms.
- Communicates with the regional membership through multiple methods (i.e. E-Blast, InTune) regarding the timing and process for submitting a scholarship application.

- Collects scholarship applications. Communicates with applicants about the status of their application and, when appropriate, notifies applicants if their application does not meet the criteria outlined in the program and is therefore ineligible for further consideration.
- Analyzes all submitted applications and makes a recommendation for award to the Regional Education Coordinator.
- Monitors and collects final reports from scholarship recipients
- Submits articles about the program for publication in the InTune newsletter
- Submits periodic reports to the Regional Education Coordinator.

### *Faculty Retreat Chair*

**Reports to:** Faculty Specialist—Development  
**Supervises:** Workshop staff as needed (Registrar, Catering Chair, Housing Chair, Faculty Host, Technology Chair, and other volunteers) in cooperation with the Facilities Coordinator as appropriate  
**Works with:** Faculty Specialist—Development, Facilities Coordinator Regional Finance Coordinator, Regional Webmaster  
**Selection:** Faculty Specialist—Development  
**Accountable to:** Faculty Specialist – Development  
**Term:** One-year appointment

**Responsibilities:**

- **Plan:** Works with the Faculty Specialist—Development to develop overall plan for the Faculty Retreat.
- **Headline Faculty:** In years when Headline Faculty is hired, works with the Faculty Specialist—Development to secure headline faculty and negotiate contract. Works with Faculty Host to develop plan for supporting Headline Faculty.
- **Regional Faculty:** Works with Faculty Specialist—Development to invite Regional Faculty to retreat.
- **Venue:** Works with the Facilities Coordinator to secure venue and contracts.
- **In Charge of All Logistics During the Faculty Retreat:** Oversees all retreat activities and ensures smooth operations.
- **Staffing:** In conjunction with the Facilities Coordinator, selects and supervises retreat staff. Works with each to develop a plan of action, set timelines and objectives, and monitors budgets for each as necessary. Monitors and coordinates their work.
- **Electronic Processing:** Works with the Registrar to set up registration, Works with the Regional Webmaster to set up workshop evaluation and other important information about the event on the website.
- **Reports:** Provides periodic and final reports to the Faculty Specialist—Development.

### *Faculty Specialist—Development*

**Reports to:** Regional Education Coordinator  
**Supervises:** Regional Faculty, Faculty Retreat Chair  
**Works with:** Regional Education Coordinator, Faculty Specialist—PEP, Other Faculty, Choruses, Workshop Chairs, Regional Director Coordinator  
**Selection:** Appointed by Regional Education Coordinator  
**Accountable to:** Regional Education Coordinator  
**Term:** One-Year Appointment  
**Responsibilities:**



- Serves as an Education Resource Staff Specialist and fulfills the responsibilities outlined in that more global, overarching job description.
- Within the Education Resource Staff, specializes in the development, implementation, and oversight of the Regional Faculty Development Program.
- Develops, implements, and maintains the Regional Faculty Program.
- Recruits, supervises, develops, and evaluates Regional Faculty.
- Develops a standard application and evaluation process for Regional Faculty.
- Collaborates with the Faculty Specialist—PEP to determine training needs for Regional Faculty. With the Faculty Retreat Chair, develops an on-going training program for the development of Regional Faculty.
- Works with all Workshop Chairs to assign Regional Faculty for regional training events. Works with the Faculty Specialist—PEP to recommend Regional Faculty for PEP visits.
- With the Regional Education Coordinator, outlines curriculum needs and goals. Works with Regional Faculty to develop curriculum. Approves curriculum and maintains a library of curriculum including handouts.
- Prepares a budget proposal, including a specific budget for the Faculty Retreat training workshop. Establishes registration rates. Secures Regional Education Coordinator approval of budget. Monitor budget activity. Submit a financial report following the event in a timely manner.
- Conduct a workshop evaluation.
- Submit a report outlining suggestions for improvements in future years to the Regional Education Coordinator.
- Provide faculty evaluation feedback to the Faculty Coordinator.
- Send thank you to faculty.
- Completes Regional Faculty evaluation forms in a timely manner
- Updates Regional Education Coordinator regarding Faculty program.

*Faculty Specialist—Facilitator*

**Reports to:** Regional Education Coordinator  
**Supervises:** CME (Commitment to Musical Excellence) Manager  
**Works with:** Faculty Specialist—Development, Regional Faculty, Chorus Directors and Presidents/Team Managers, CME Manager, Regional Education Coordinator  
**Selection:** Appointed by Regional Education Coordinator  
**Accountable to:** Regional Education Coordinator  
**Term:** One – year appointment

**Responsibilities:**

- Serves as an Education Resource Staff Specialist and fulfills the responsibilities outlined in that more global, overarching job description.
- Within the Education Resource Staff, specializes in the development, implementation, and oversight of the PEP and CME Programs.
- Maintains and edits, as necessary, written descriptions of the PEP and CME programs.
- Works with choruses to schedule PEP visits
- Assists Regional Faculty in making proper travel reservations

- Handles paperwork necessary for payment vouchers for PEP Faculty and for documentation necessary for submission to SAI for the Internationally Funded Visits (IFV) program. Works with the Regional Education Coordinator to manage the IFV program.
- Sends, monitors, and receives necessary paperwork from choruses and Regional Faculty for onsite evaluations. Communicates with the Faculty Specialist—Development about Faculty evaluations. Makes recommendations the Faculty Specialist—Development about Faculty training needs.
- Supervises the CME Manager.
- Monitors chorus contest results over time to develop recommendations about choruses for inclusion in the program.
- Provides recommendations to the other Education Resource Staff Specialists about Faculty assignments for other educational programs.
- Collaborates with the Faculty Education Specialist—Development. Provides input and feedback on the Faculty Training Program.
- Submits periodic and annual reports for both the PEP and CME programs to the Regional Education Coordinator.

### *General Education Specialist—Area Schools*

**Reports to:** Regional Education Coordinator

**Supervises:** Area School Site Manager

**Works with:** Area School Site Managers, Faculty Specialists, Regional Faculty, Facilities Coordinator, Regional Finance Coordinator, Regional Marketing Coordinator, Regional Webmaster, Regional Education Coordinator

**Selection:** Regional Education Coordinator

**Accountable to:** Regional Education Coordinator

**Term:** One-year appointment

**Responsibilities:**

- Serves as an Education Resource Staff Specialist and fulfills the responsibilities outlined in that more global, overarching job description.
- Within the Education Resource Staff, specializes in the development, implementation, and oversight of Area Schools.
- In conjunction with the Regional Education Coordinator and other Education Resource Staff Specialists, determines curriculum for Area Schools. As needed, conducts survey of members within the geographic zone to determine interests.
- Works with a chorus in the zone to act as the Host Chorus for the Area School.
- Works with Faculty Coordinator to secure faculty for the area school.
- Works with the Facilities Coordinator and Area School Site Manager to secure venue and, if necessary, hotel contracts.
- Prepares a budget for each event. Establishes registration rates. Secures Regional Education Coordinator approval of budget. Monitors budget activity. Submits a financial report following the event in a timely manner.
- Oversees all workshop activities and ensures smooth operations.
- Works with Facilities Coordinator and Area School Site Manager to select Area School support staff, i.e. Registrar, Catering Chair, Housing Chair, Technology Chair, and Faculty Host. Provides feedback to the Facilities Coordinator and Area School Site Manager to assist them in evaluating the work of these support staff members.

- Monitors the operations to ensure smooth operations.
- Establishes the workshop schedule.
- Works with the Regional Marketing Coordinator to announce and market the event. Works with the Regional Webmaster to set up registration, workshop evaluation and other important information about the event on the website.
- Conducts a workshop evaluation. Provide faculty evaluation feedback to the Faculty Coordinator. Send thank you to faculty.
- Submits periodic and final report to the Regional Education Coordinator.

### *General Education Specialist—SET*

**Reports to:** Regional Education Coordinator

**Supervises:** SET workshop staff as needed, some of which are co-directed/selected by the Facilities Coordinator, Regional Finance Coordinator, Quartet Education Specialist, or others, Annual Convention Class Chair, and volunteers as needed to assist in online education efforts.

**Works with:** Facilities Coordinator, Quartet Specialist, Regional Finance Coordinator, Regional Marketing Coordinator, Regional Webmaster, Faculty Specialists, Regional Education Coordinator

**Selection:** Appointed by Regional Education Coordinator

**Accountable to:** Regional Education Coordinator

**Term:** One- Year Appointment

**Responsibilities:**

- Serves as an Education Resource Staff Specialist and fulfills the responsibilities outlined in that more global, overarching job description.
- Within the Education Resource Staff, specializes in the development, implementation, and oversight of the regionwide education efforts: SET, online education, and classes at Regional Convention.
- Plan: Works with the Regional Education Coordinator to develop overall plans for SET, online education, and classes at Regional Convention.
- Headline Faculty: Works with the Regional Education Director and Faculty Specialist—PEP to secure headline faculty and negotiate contract. Works with Faculty Host to develop plan for supporting Headline Faculty.
- Regional Faculty: Works with Faculty Specialist—Development to secure Regional Faculty.
- Venue: Works with the Facilities Coordinator to secure venue and hotel contracts.
- Budget: Prepares a budget to support all assigned programs. Establishes registration rates. Secures Regional Education Coordinator approval of budget. Monitor budget activity. Submit a financial report following events in a timely manner.
- In Charge of All Events: Oversees all workshop activities and ensures smooth operations.
- Staffing: Selects and supervises SET workshop staff. Works with each to develop a plan of action, set timelines and objectives, and establish budgets for each as necessary. Monitors and coordinates their work.
- Schedule: Establishes the workshop schedule.
- Marketing: Works with the Regional Marketing Coordinator to announce and market the event. Works with the Registrar and, as necessary, the Regional Webmaster to set up registration, workshop evaluation and other important information about the event on the website.

- Conduct a workshop evaluation. Submit a report outlining suggestions for improvements in future years to the Regional Education Coordinator. Provide faculty evaluation feedback to the Faculty Specialist—Development. Send thank you to faculty.
- Develop, implement and monitor an online education program. Select volunteers or other staff to support this initiative.
- Solicit input from other Resource Staff regarding online education content needs.
- Work with the Annual Convention Class Chair to select faculty for the event.
- Reports: Provides periodic and final reports to the Regional Education Coordinator

### *Leadership Development Specialist*

**Reports to:** Regional Education Coordinator  
**Supervises:** No one  
**Works with:** Regional Management Team, Faculty Specialist Development, Faculty Specialist Facilitator  
**Selection:** Regional Education Coordinator  
**Accountable to:** Regional Education Coordinator  
**Term:** 1- year appointment

**Intent:** The Leadership Development Specialist is responsible for identifying potential leaders and known leaders within chapters and the region. One of the greatest challenges for any organization is finding the right leaders to join and build an effective team. We are constantly looking for leaders at the regional and chapter levels who have the potential to make a difference. Leaders never emerge if they are never given a chance to lead. This position will strive to develop leadership for current and future service in support of the mission of Sweet Adelines International.

This position must have close ties with the Regional Education Coordinator and her Resource Staff so that leadership development training for all Chapter and Regional leaders (known and potential) fit into the overall Education Plan for the region.

The Regional Education Coordinator will guide and monitor the work of the Leadership Development Specialist. Creation of education program content will come under the purview of the Regional Education Coordinator, based on the need's assessment work conducted by the Leadership Development Specialist.

#### **Responsibilities:**

- Identifies potential and known leaders within the region and shares these names with the Nominating Committee. ☐
- Identifies requirements related to leadership development and works with the Regional Education Coordinator to ensure inclusion in the overall education plan.
- Conducts an annual Needs Assessment with Chapter leaders to determine leadership development education, training priorities, and program goals.
- Assists the Regional Education Coordinator and/or Resource Staff in implementing leadership development plans within the regional education plan with oversight by the Regional Education Coordinator.
- Manages and maintains regional leadership development programs and monitors development of leaders with oversight by the Regional Education Coordinator.

#### **Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor ☐
- Providing budget request information to the Regional Education Coordinator in September of each

year.

- Contributing to, and implementing assignments from the Long- Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Regional Education Coordinator.

#### **Position Expectations**

- Strong organizational skills
- Strong written and verbal communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend meetings of the RMT, as well as regional events; some travel required.

#### *“Love Parade” Chair*

**Reports to:** Quartet Education Specialist  
**Supervises:** No one  
**Works with:** General Education Specialist—SET, General Education Specialist—Area Schools, Chorus Directors and Presidents/Team Coordinators, Regional Finance Coordinator, Quartet Education Specialist  
**Selection:** Appointed by Quartet Education Specialist  
**Accountable to:** Quartet Education Specialist  
**Term:** One-year appointment

#### **Responsibilities:**

- **Plan:** With the Quartet Education Specialist, develop a plan for the implementing the program. Set a timeline of activities. The “Love Parade” program will be implemented in conjunction with SET in odd numbered years and with Area Schools in even numbered years.
- **Communicate:** Communicate with Chorus Directors and Presidents/Team Coordinators about the program. Offer suggestions on ways to support our internationally-bound choruses and quartets. Provide them a suggested amount for financial giving and notify them of the events at SET and/or Area School. Notify the Quartet Education Specialist of the plans and, through her, invite Ovation to participate.
- **Coordinate** the giving of HOW funds. Coordinate with the Finance Coordinator for the presentation of regional HOW funds.
- **Implement:** Oversee the Love Parade activities at SET. Coordinate with the SET Chair and arrange for time on the program to conduct activities. Arrange for baskets/receptacles for gathering cards and well wishes.
- **Report:** Submit periodic and final reports to Quartet Education Specialist.

#### *Online Education Manager*

**Reports to:** General Education Specialist—SET  
**Supervises:** Volunteers as needed  
**Works with:** General Education Specialist—SET, Education Resource Staff and Regional Education Coordinator  
**Selection:** Appointed by General Education Specialist—SET  
**Accountable to:** General Education Specialist - SET

**Term:** One-Year Appointment

**Responsibilities:**

- Works with the General Education Specialist—SET to develop a plan for a regional online education program.
- Research appropriate back end infrastructure requirements and capabilities with existing regional infrastructure. If appropriate, submit recommendations for acquisition of equipment and/or programs to support an online education program.
- Submit budget proposal to support this program, both one-time and ongoing budget needs.
- Solicit appropriate education resource for potential use online by the Region 13 membership.

*Quartet Education Specialist*

**Reports to:** Regional Education Coordinator

**Supervises:** Quartet Workshop Chair

**Works with:** Regional Education Coordinator, Registered Quartets, Prospective Quartets, Ovation; Love Parade Chair

**Selection:** Appointed by Regional Education Coordinator

**Accountable to:** Regional Education Coordinator

**Term:** One-year appointment

**Responsibilities:**

- Serves as an Education Resource Staff Specialist and fulfills the responsibilities outlined in that more global, overarching job description.
- Within the Education Resource Staff, specializes in the development, implementation, and oversight of the Quartet Education Program.
- Coordinates regional quartet functions
- Serves as a liaison to Ovation.
- Serves as a liaison to quartets.
- Connects with Novice (especially CAL Novice Quartets) before the Regional Competition weekend to explain and answer any questions they might have and also connect with them during the contest weekend.
- Coordinates competition gift to quartets through the Love Parade Chair.
- Coordinates Novice Quartet Festival at SET when offered
- Appoints Quartet Workshop Chair or serves in that capacity herself. Collaborates with Ovation regarding Quartet Workshops.
- Report quartet needs to Regional Education Coordinator.

*Education Staff Specialist(s)*

**Recommended By:** Regional Education Coordinator

**Accountable to:** Regional Education Coordinator

**Term:** 1- year appointment

**INTENT:** These specialized educational areas are considered part of the overarching education and training necessary for a successful regional education program. Each Specialist is responsible for the development, execution, and delivery of regional educational and training programs and activities within her specialized area that meet the overall goals determined by the Regional Education Coordinator and the Regional

Management Team. The Specialist serves as a member of the Education Resource Staff.

These specialized educational areas may be combined or split into as many individuals as works best for the Regional Education Coordinator and her Resource Staff. The Specialists may have one or more of the various 'publics' as their primary focus. As the Regional Education Coordinator and Education Resource Staff meet, the overall necessary educational components and Resource Staff designations will become clear dependent on Regional needs. Having several Specialists is the ideal. All will provide input and/or meet with Regional Education Resource Staff as requested by the Regional Education Coordinator.

**Responsibilities:**

Education Resource Staff Specialists are identified as follows:

- Arranger Education Specialist (includes regional arranger programs and developing multi-level arranger skills) ☒ Chorus Director Liaison (see separate position description)
- Faculty Specialist (includes facilitating and tracking international funded faculty, music, and membership to chartered chapters)
- General Education Specialist (includes general membership curriculum at regional education events, as well as specialized training events, and attendee surveys following educational events.
- Quartet Education Specialist (includes serving as a CAL Quartet Liaison that facilitates quality control and education issues).
- YWIH Specialist (includes YWIH program development and training and may include opportunities for quartet/chorus performance and/or competitions; also serves as the Regional YWIH Coordinator to the international organization.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Coordinator
- Contributing to, and implementing her assignments from the Long- Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Regional Education Coordinator.

**Position Expectations:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Some experience working with educational needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected

*Saturday Show Chair*

- Reports to:** General Education Specialist—SET
- Supervises:** Volunteers as needed
- Works with:** General Education Specialist—SET, Technology Chair
- Selection:** Appointed by General Education Specialist—SET
- Accountable to:** General Education Specialist – SET

**Term:** One-year appointment

**Responsibilities:**

- Plan: With the General Education Specialist—SET, develop a theme and a plan for the Saturday Show. Set a timeline of activities.
- Secure a venue. Work with the General Education Specialist—SET to make arrangements for a location. Identify the space requirements and room set up requirements. Make arrangements for technology needs with the Technology Chair.
- Arrange for performers and logistics: Secure entertainment for Saturday evening. Arrange for an emcee/host. If Headline Faculty is contracted to provide entertainment, work with the Faculty Host and the Headline Faculty regarding their performance.
- Tickets: If the show is open to the public, work with the Marketing Coordinator to develop and implement a plan for marketing the show. And work with the Finance Coordinator to develop and implement a plan for the sale of tickets.
- Report: Submit periodic and final reports to the General Education Specialist—SET.

*SET Thursday Afternoon Activities Chair*

**Reports to:** General Education Specialist – SET

**Supervises:** Volunteers as needed

**Works with:** SET Chair, Registrar, Regional Marketing Coordinator

**Selection:** Appointed by General Education Specialist – SET

**Accountable to:** General Education Specialist – SET

**Term:** One-year Appointment

**Responsibilities:**

- Plan: With the SET Chair, develop a theme and a plan for the Thursday afternoon activities. Set a timeline of activities. This is intended to be a cost – neutral activity.
- Solicit volunteers: if needed, get volunteers to help oversee this activity.
- Communicate: Notify SET registrants of planned activities. Invite them to participate.
- Oversee the activity and troubleshoot as necessary. Act as the on-site point person and primary point of contact.
- Arrange for printed materials, notifications, tickets, or any other requirements of the activity.
- Report: Submit periodic and final reports to the SET Chair.

*Young Women In Harmony (YWIH) Coordinator*

**Reports to:** Regional Education Coordinator

**Supervises:** Young Women in Harmony Zone Leaders

**Works with:** Regional Education Coordinator

**Selection:** Appointed by Regional Education Coordinator

**Accountable to:** Regional Education Coordinator

**Term:** One-year appointment

**Responsibilities:**

- Acts as direct contact with SAI for YWIH information
- Assists in grant-writing requests, if needed
- Coordinates with YWIH Zone Leaders; receives and distributes information; provides guidance
- Reports YWIH needs to Regional Education Coordinator
- Coordinates with YSF Liaison



- Provides budget request to the Regional Education Coordinator in September of each year.
- Serves as (or her designee) as host to any and all Youth ensembles at any Regional event.

**Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget request information to the Regional Education Coordinator in September of each year.
- Contributing to, and implementing assignments from the Long- Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Regional Education Coordinator.

**Position Expectations**

- Strong organizational skills
- Strong written and verbal communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend meetings of the RMT, as well as regional events; some travel required.

*Young Women In Harmony Zone Leader*

**Reports to:** Young Women in Harmony Coordinator

**Supervises:** no one

**Works with:** Regional Education Coordinator, Directors/Sponsors of YWIH Choruses, Sponsors of YWIH festivals and other activities within assigned geographic zone

**Selection:** Appointed by Young Women In Harmony Coordinator

**Accountable to:** YWIH Coordinator

**Term:** One-year appointment

**Responsibilities:**

- Coordinates YWIH functions within assigned zone
- Assists in grant-writing requests, if needed
- Works with YWIH choruses
- Works with sponsors of YWIH festivals and other YWIH activities within assigned zone
- Reports YWIH needs to YWIH Coordinator

*Zone designations for YWIH are:*

- *Zone 1 – Alaska*
- *Zone 2 – Montana*
- *Zone 3 – Eastern Washington/ Idaho*
- *Zone 4 -Portland/ Metro Area*
- *Zone 5 – Seattle/ Metro Area*
- *Zone 6 – Northwest Washington*

RMT Finance Coordinator

**Appointed by/ Reporting to:** Regional Management Team

**Accountable to:** Regional Management Team  
**Term of Appointment:** 2-year appointment  
**Works with:** Regional Management Team and Resource Staff  
**Supervises:** Harmony Emporium Chair, Tax Resource Specialist, Contract Specialist, Grant Writer, Regional Auditor, Non-Dues Income Committee

**Responsibilities:**

- Ensures that all financial resources of the region are accounted for in an effective and efficient manner.
- Chairs the regional Financial Committee.
- Coordinates the long-range financial plan with input from of the members of the Regional Executive Committee.
- Prepares the annual budget for the region for the Regional Management Team with input from each Regional Director (and all members of each Resource Staff).
- Manages bank accounts and investments and keeps accurate and current records of all financial transactions.
- Receives all funds paid to the region and issues all payments.
- Negotiates contracts for services and equipment required by the region.
- Consults with Regional Administrative Director on all Regional contracts.
- Coordinates projects to raise non-dues income.
- Presents a report on the region's financial condition at meetings of the Regional Executive Committee.
- Prepares an annual financial statement for submission to the appropriate personnel at international headquarters.
- Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) selected by the Regional Management Team or for examination or audit at any time as directed by the Regional Management Team.
- Files Annual 990 tax form (United States regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30.
- Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions.
- Provides financial information necessary to complete applications for corporate gifts/grants; and consults with chapters as requested.
- Meets with the Administrative Resource Staff and Regional Management Team as requested.

**Each Regional Management Team Member is responsible for:**

- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.
- Providing budget information to the appropriate Regional Director as requested
- Contributing to, and implementing her assignments from, the Long-Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appoints additional staff to assist in the implementation of responsibilities, after consulting with the appropriate Regional Management Team coordinator.

**Position Expectations:**

- Strong organizational skills

- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Accounting/ bookkeeping skills
- Ability to manage moderate stress in meetings and working with varying personalities
- Ability to attend regional events.

**Additional duties assigned to Finance Coordinator in Region 13**

- Holds sole authority to sign contracts on behalf of the region.

*Accounting Specialist*

**Reports to:** Finance Coordinator  
**Supervises:** no one  
**Works with:** RMT and membership  
**Selection:** Appointed by Finance Coordinator

**Term:** One-year appointment

**Responsibilities:**

A volunteer Accounting Specialist is needed to assist the Finance Coordinator with bookkeeping and accounting responsibilities for Region 13.

Duties may include:

1. Preparing annual dues’ notices for choruses and CAL members,
2. Depositing funds,
3. Paying vouchers,
4. Reconciling bank statements and maintaining financial information in Xero accounting software,
5. Assisting with the State of the Region report,
6. Filing the non-profit income tax form with IRS, and
7. Filing audit verification with SAI.

**Position Expectations:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision-making skills
- Accounting/ bookkeeping skills
- Ability to manage moderate stress in meetings and working with varying personalities
- Ability to attend regional events.

RMT Marketing Coordinator

**Reports to:** Regional Management Team  
**Supervises:** Marketing/PR Team,  
**Works with:** Same as above, local media, social media, Membership Coordinator, Events Coordinator, Education Coordinator, and Communications Coordinator  
**Supervises:** Marketing Assistant,

**Selection:** Regional Management Team Appointment

**Term:** 2 years, odd numbered

**Description:**

- Develops and provides marketing and public relations programs that promote chapter and Regional events, and membership growth and retention.
- Plans and implements marketing and public relations programs to increase membership growth and retention.
- Designs and implements plans to market events and products.
- Works in coordination with the Membership Coordinator on membership growth and retention plans.
- Works in coordination with the Events and Education Coordinators on marketing events.
- Maintain the region’s social media presence — Facebook, Twitter, etc., to keep your members informed and to attract new members.
- Works in coordination with the Communications Coordinator on website and database design, implementation, and maintenance.
- Maintains database of media contacts.
- Writes and distributes press releases and produces media kits.
- Invites media to regional events and serves as onsite media contact.
- Initiates media opportunities including on-air interviews and feature stories.
- Maintains database of advertising contacts.
- Designs, negotiates, and buys advertising in local media.
- Sell advertisements in regional publications.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successors
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

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Additional duties assigned to Marketing Coordinator in Region 13

- Organize a “pep rally” (Rah Ray) Event for Region #13 International Competitors.

## RMT - Membership Coordinator

**Reports to:** Regional Management Team

**Supervisors:** Alternate Membership Manager; Membership, Growth, Retention & Expansion Manger; Prospective Chapter Manager; Revitalization Manager

**Works with:** Regional Management Team; Membership Resource Team

**Selection:** By vote of all the Chapters in Region 13

**Term:** Two years

**Responsibilities/Duties:**

1. Responsible for delivery of membership programs in the following areas:
  - Membership growth and retention
  - At -Large member connections
  - Alternate member connections (Associate, Dual, Youth, Lifetime)
  - Incentive programs (Member recognition, attendance, longevity, etc)
2. Appoints, directs and oversees the activities of the Regional Resource Staff to assist in overall responsibilities:

- Membership, Growth, Retention & Expansion Manager
  - Revitalization Manager
  - Prospective Chapter Manager
  - Alternative Membership Manager
3. Develops and executes a strategic long range membership plan with her resource staff to ensure that it rolls into the overall regional strategic plan
  4. Participates in development of the overall Regional Strategic Plan with the others members of the Regional Management Team
  5. Plans, applies team building strategies and facilitates all Membership Resource Staff meetings
  6. Develops a proposed annual membership budget for consideration by the Regional Management Team
  7. Maintains comprehensive records, identifies and mentors potential successors and forwards materials to her successor; trains her successor
  8. Provides timely response to reporting requests from International Headquarters
  9. Attends Regional Management Team training as required
  10. Monitors performance of members of the Membership Resource Staff

**Supervisory:**

- Oversees and supervises activities of the Membership Resource Staff
- Performs related functions including appointments/reappointments

**Communicates With:**

- Regional Management Team
- Membership Resource Staff
- Chapter Leadership and Membership Coordinators
- General Membership including CAL, MAL members
- Sweet Adeline International Headquarters Staff

**Relationships:**

- Maintains open communication with other RMT members. Communicates in an atmosphere of mutual respect and in a timely manner
- Membership Resource Staff: Establishes and maintains open communication with all regional staff members in an atmosphere of mutual respect and in a timely manner
- Chapter Leadership and General Membership: Creates an atmosphere of open communication and mutual respect and responsiveness to challenges and concerns
- Sweet Adeline International Headquarters Staff: Establishes and maintains open communication with the Music Services and Membership as a resource for providing information and guidance

**Position Qualifications:**

Desired Characteristics:

- Inspirational leadership capability
- A visionary with proven ability to convert complex projects into actionable tasks
- Executive presence: High level of confidentiality, integrity and ability to delegate
- Strong organization skills and ability to support multiple projects with appropriate attention to detail
- Ability to manage moderate to high stress in supporting multiple projects, deadline and varying personalities and diverse functions
- Strong problem solving and decision making skills and experience

- Ability to work independently and within group; strong verbal and written communications skills; excellent public speaking and presentation skills; ability to attend regional education and convention events; travel required

Desired Experience:

- Prior service on the Regional Management Team
- Prior service as a member of the Regional Resource Staff
- Other service at the chapter, regional and/or international level especially related to membership
- Relevant work experience related to the responsibilities of the position

**Additional duties assigned to the Regional Membership Coordinator:**

- Appoints Longevity Awards Chair
- Membership Growth Award (Starburst)
- Heart of the Northwest Award Candidates

*1<sup>ST</sup> Timers Class Chair*

**Reports to:** Membership Coordinator  
**Supervises:** None  
**Works with:** CRC; Membership Coordinator  
**Selection:** Appointed by Membership Coordinator  
**Term:** One Year

**Responsibilities/Duties:**

1. Set up time and space with CRC at the Regional Convention for the class
2. Introduce First Timers to what competition is all about
3. Walk through chorus pattern, give group time on the risers on stage to become familiar with the venue
4. Submits expense voucher and receipt to Membership Coordinator for Approval within 30 days after scheduled event

*Alternate Membership Manager*

**Reports to:** Membership Coordinator  
**Supervises:** None  
**Works with:** Membership Coordinator; Finance Coordinator  
**Selection:** Membership Coordinator  
**Term:** Two Years

**Responsibilities/Duties:**

1. Consults with chapters when questions arise concerning CAL and MAL options also with individuals about alternate membership options: Associate, Dual, Lifetime, Patrol, Youth, and provides resources for these options.
2. Maintains comprehensive records and forwarding materials to her successor and training her successor
3. Provide budget information to the Membership Chair
4. Contributing to and implementing her assignments from the Long Rand Strategic Plan
5. Maintaining contact with other Regional and SAI personnel as appropriate
6. Attends Membership Resource Staff meetings as requested by Membership Coordinator
7. Submits expense voucher and receipts to the Membership Coordinator for approval within 30 days of the scheduled event

**Position Qualifications:**

- Strong organizational skills
- Ability to work independently and within groups
- Problem solving and decision making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected

*Longevity Awards Chair***Reports to:** Membership Coordinator**Supervises:** None**Works with:** Membership Coordinator and chorus leaders if help is needed to determine longevity status**Selection:** Membership Coordinator**Term:** One year**Responsibilities/Duties:**

1. Sends out a preliminary mailing of list of longevity recipients to each chorus Membership Coordinator or Team Leader/President for approval and corrections as needed
2. Maintains supplies for these awards
3. Presents the awards at designated time at Regional Convention or appoints a representative to do so
4. Calculates percent of membership growth for awarding Starburst Award. Acquires a check from the Finance Coordinator for \$100.00 for the winning chorus and make certificates for the first, second and third choruses with highest percentage of growth from January 31<sup>st</sup> the previous year to February 1<sup>st</sup> of the current year. Keeps records of this growth for determination each year.
5. Submits expense voucher and receipt to Membership Coordinator for approval with 30 days after scheduled event

*Membership Growth, Retention & Expansion Manager***Reports to:** Membership Coordinator**Supervises:** None**Works with:** Membership Coordinator; Marketing Coordinator; Prospective Chapter Manager; Revitalization Manager**Selection:** Membership Coordinator**Term:** Two Years**Description:** Has experience and a working knowledge of membership Growth and Retention programs that can be used successfully in chapters of any size. Working together with the Membership Coordinator and Prospective Chapter Manager she also is able to design and implement "Cold Start" plans to plant Prospective Chapters in geographic areas that can support a chorus where there currently is none.**Responsibilities/Duties:**

1. Plans and implements programs in the area of membership growth and Retention in chartered chapters

2. Assists chapters in revitalization with growth and retention programs
3. Coordinates plans for membership growth and retention programs with Marketing Coordinator
4. Works with the Education Staff to include programming in membership growth and retention
5. Responds to chapter requests for assistance in this area
6. Attends Membership Resource Staff meetings as requested by Membership Coordinator
7. Submits expense voucher and receipts to Membership Coordinator within 30 days of scheduled event
8. Maintains comprehensive records and forwards materials to her successor; training her successor
9. Provides budget information to the Membership Coordinator
10. Contributing to and implementing her assignments from the Long-Range Strategic Plan
11. Maintains contact with other regional and international personnel as appropriate
12. Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Membership Coordinator

**Position Qualifications:**

- Strong organization skills
- Ability to work independently and within groups; problem solving and decision-making skills
- Working knowledge of Membership, Growth and Retention Programs that have proven successful
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; travel expected

*New Chorus Shower Chair*

**Reports to:** Prospective Chapter Manager  
**Supervises:** None  
**Works with:** Prospective Chapter Manager; Kickoff Chair  
**Selection:** Prospective Chapter Manager  
**Term:** One Year

**Responsibilities/Duties:**

1. Send email message to all Chorus Team Leaders/Presidents regarding the shower and time it will be held letting them know to bring a gift such costumes they no longer money, gift certificates for music, etc
2. Arranges for a time at the Regional Convention to introduce the new chorus and for the gifts to be presented usually during the Kickoff
3. Announces the new chorus at the Kickoff
4. Submits expense voucher and receipts to the Membership Coordinator for approval within 30 days of the scheduled event

*Prospective Chapter Manager*

**Reports to:** Membership Coordinator  
**Supervises:** None  
**Works with:** Membership Coordinator; Membership, Growth, Retention &



Expansion Manager; Education Coordinator

**Selection:** Membership Coordinator

**Term:** Two Year

**Responsibilities/Duties:**

1. Responds to inquiries about organizing a Prospective Chapter of Sweet Adelines and Region 13
2. Guides prospective chapters through the Steps Toward Chartering process
3. Tracks both music and membership visits from regional personnel during the process; assigns mentors as needed to guide the Prospective Chapter and their leadership through the Steps Toward Chartering
4. Maintains records of inactive prospective chapters
5. Attends Membership Resource Staff meetings as requested by the Membership Coordinator
6. Maintains comprehensive records and forwards materials to her successor; training her successor
7. Provides budget information to the Membership Coordinator
8. Contributing to and implementing her assignments from the Long Range Strategic Plan
9. Maintains contact with other region and international personnel as appropriate
10. Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Membership Coordinator
11. Submits vouchers and receipts to Membership Coordinator for approval within 30 days of the event

**Position Qualifications:**

- Strong organizational skills
- Strong verbal and written communications skills
- Thorough knowledge of the Steps Toward Chartering
- Ability to work independently and within groups
- Problem solving and decision-making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; travel expected

*Revitalization Manager*

**Reports to:** Membership Coordinator

**Supervises:** None

**Works with:** Membership Coordinator; Membership Growth, Retention & Expansion Manager

**Selection:** Membership Coordinator

**Term:** Two Years

**Responsibilities/Duties:**

1. Delivers assessment tools to chapters in danger of losing their charters due to loss of membership/declining members
2. Helps chapters make a decision whether to enter Revitalization or to dissolve
3. Develops a plan, in conjunction with the Regional Education Team and the Membership Coordinator to track chapters in revitalization ways to attract new members and retain existing ones
4. Attends Membership Resource meetings as requested by Membership Coordinator

5. Maintains comprehensive records and forwards materials to her successor; trains her successor
6. Provides budget information to the Membership Coordinator
7. Contributes to and implements her assignments from the Long Range Strategic Plan
8. Maintains contact with other regional and international personnel as appropriate
9. Appoints additional staff to assist with the implementation of responsibilities after consulting with the Membership Coordinator
10. Submits expense voucher and receipts to Membership Coordinator for approval within 30 days of the event

**Position Qualifications:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem solving and decision-making skills
- Working knowledge of the Revitalization process
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected

## RM Team Coordinator

**Reports to:** Regional Management Team

**Supervises:** Bylaws and Rules, Nominations, Long Range Planning, Regional Management Team meetings

**Works with:** Regional Management Team

**Selection:** Regional Management Team Appointment

**Accountable to:** Regional Management Team (RMT)

**Term:** Two-year appointment (even numbered years)

**Description:** Oversees the activities of the Regional Management Team, along with providing ongoing support for each of the RMT members (including an Associate).

**Responsibilities:**

- Regional Management Team
  - Facilitates the meetings of the regional management team.
  - Work with Events Coordinator to arrange RMT meeting facilities.
  - Prepares agenda for RMT conference calls and meetings by collecting input from the RMT members.
  - Communicates regularly with each member of the RMT to offer support, mentoring, encouragement, and coaching.
- Reviews regularly regional documents, bringing needed updates to the RMT for discussion and approvals.
  - Our Values
  - Region 13 Standing Rules
  - Region 13 Guidelines and Procedures
  - Long-range planning documents:
    - Regional Calendar
    - Strategic Planning (Goals and Strategies)

- RMT Transition Checklist
- RMT and Resource Staff Job Descriptions (which are posted on Region 13's website in the Members Only Documents Section)
- And others as deemed necessary
- Regional Nominations
  - Appoints and oversees the activities of the Regional Nominating Committee
- Regional Bylaws and Rules
  - Appoints and oversees the activities of the Regional Bylaws and Rules Chair Staff.
  - Reviews and approves all chapter standing rules following recommendations from the Regional Bylaws and Rules Chair.
  - Reviews Regional Standing Rules and makes recommendations for necessary revisions.
- Serves as member of the RMT, maintaining contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor and trains her successor.

*Regional ByLaws and Rules Chair (RMT Standing Position)*

**Reports to:** Team Coordinator, Regional Management Team

**Supervises:** No one

**Selection:** Appointment by Team Coordinator

**Accountable to:** Regional Management Team (RMT)

**Term:** One-year appointment

**Responsibilities:**

- Working knowledge of Sweet Adeline Guidelines for By Laws and Standing Rules
- Regional Standing Rules
  - Works with Corporate Secretary to maintain Regional Standing Rules in compliance with established International standards. (contact info below)
  - Updates regional standing rules as amended by the Regional Management Team; and sends them to Region 13's Communication Coordinator to post as a replacement document in the Members Only Documents section of [www.sairegion13.org](http://www.sairegion13.org).
- Chapter Standing Rules
  - Reviews Chapter Standing Rules of all choruses in the region every (3) years on a rotating basis. (Approval based on compliance with Standard Form Chapter Standing Rules...allowing for chapter individuality).
  - Makes suggestions for revisions of standing rules if they conflict with regional or international standing rules or by laws, or if they are confusing to the reader.
  - Reviews and approves proposed Prospective Chapter Standing Rules prior to chartering.
  - Following the review, sends the chapter standing rules to the Regional Team Coordinator for approval and signature which is then sent back to the chapter.
- Copies Regional Team Coordinator on all correspondence regarding this position.

- Maintaining comprehensive records and forward materials to her successor.
- Train successor

Sweet Adelines Corporate Secretary is currently:

Janell Mason

Phone: 918.388.8020

Fax: 918.665.0894

Email: [janell@sweetadelines.com](mailto:janell@sweetadelines.com)

*Nominating Committee (RMT Standing Committee)*

- Reports to:** Team Coordinator, Regional Management Team
- Supervises:** Regional Nominations for elections and appointments each year
- Selection:** Regional Management Team Appointment (3+ members with one serving as the Chair)  
1 member from the RMT, and up to 1 member from each of Region 13's areas
- Works with:** Regional Management Team and other throughout the region
- Accountable to:** Regional Management Team (RMT)
- Term:** One-year appointment

The entire Regional Management Team (RMT) must be involved in the election and appointment process in order for the process to be successful. The RMT appoints the Nominating Committee, which is responsible for carrying out the processes of electing and appointing new members to the RMT.

The nominating committee will consist of one member of the Regional Management Team and two members from the membership at large. The Regional Management Team will designate one of these members as chair of the Committee. All committee members shall be members in good standing in chapters which are in good standing in the region and the International Organization.

- The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the Regional Leadership Committee for the International appointment of the Education Coordinator to the RMT.
- The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for the election within the region of the Membership Coordinator and the Directors' Coordinator.
- The Nominating Committee also will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for appointment of the Communications Coordinator, Finance Coordinator, Events Coordinator, Marketing Coordinator and Team Coordinator.

**More details and information can be found in the:**

Region 13 Job Descriptions Last Modified: 5/27/2021

### *Team Administrative Assistant*

<b>Supervises:</b>	None
<b>Works with:</b>	Regional Management Team, Team Coordinator
<b>Selection:</b>	Regional Management Team appointment
<b>Accountable to:</b>	Regional Management Team
<b>Term:</b>	Two-year appointment (even numbered years)
<b>Description:</b>	Develops, edits, revises, and maintains regional documents, including minutes, summaries, and actions plans of Regional Management Team meetings.

· Oversees Regional document storage.

· Assists Team Coordinator in providing oversight and support for all Regional Management Team members via monthly meetings and communications.

#### **Responsibilities:**

- Regional Management Team
  - Attend meetings of the Regional Management Team, create a written record of the proceedings, prepare minutes and actions plans for review by Regional Management Team members, and submit for Regional Management Team review within one week of meeting
  - Assist Team Coordinator in planning and facilitating meetings
  - Receive, review, edit, and store regional documents, such as Standing Rules; job descriptions; strategic planning, guidelines and procedures; others as requested
- Regional Resource Team
  - Serve as member of the Regional Resource Team and attends meetings as requested
  - Provide input toward goals, strategies and activities of the RMT

### *Associate Regional Management Team Member*

**Reports to:** Regional Management Team Coordinator

**Supervises:** none

**Works with:** Regional Management Team Coordinators

**Responsibilities:** Attend all meetings of the RMT. Support and assist RMT Coordinators with tasks and projects as requested.

The purpose of this position is to provide a member with a first-hand look at the wide-range of oversight and governance the RMT provides to the region. Associate Members may use this opportunity to observe the positions on the RMT as a whole, or they may select to shadow a particular coordinator to learn more about a specific position. Ideally, an Associate Member will choose to continue their involvement by seeking a vacant coordinator position or by serving as a member of the regional resource staff.

An Associate Regional Management Team member serves for one year. This member will attend all meetings and functions of the RMT, and will provide support for projects and tasks as requested by RMT Coordinators. Most related costs are reimbursed by the region. Associate Members are encouraged to participate in discussions of the RMT and provide information and feedback, but may not vote.