

## 2018-19 Resource Staff Job Descriptions and Contact Information

POSITION	JOB DESCRIPTION	NAME	EMAIL
<b>Regional Administrative Director</b>	<b>Responsible for overall administrative leadership and management of the Region.</b>	<b>Nancy Kurth Northwest Harmony and Pride of Portland</b>	<a href="mailto:nkurth@msn.com">nkurth@msn.com</a>
Communication Coordinator	Receives and manages communication from region as well as and SAI and disperses to regional members, via website.	Diane Lee Pacific Sound and LionsGate (R26)	<a href="mailto:leediane78@yahoo.com">leediane78@yahoo.com</a>
Finance Coordinator	Ensures that Region's financial resources are effectively accounted for. Also responsible for registration processes for all events.	Sherry Morrison Spirit of Spokane	<a href="mailto:sherry@morrisoncpas.net">sherry@morrisoncpas.net</a>
Marketing Coordinator	Develops and provides marketing and PR programs, promotes regional and chapter events, and membership growth and retention.	BethAnn Bock Northwest Harmony	<a href="mailto:bockbethann@gmail.com">bockbethann@gmail.com</a>
Regional Secretary	Maintains complete records of regional meetings and activities.	Nancy Connell Pride of Portland	<a href="mailto:nconnell@comcast.net">nconnell@comcast.net</a>
Regional By Laws and Rules Specialist	Maintains Regional Standing Rules in cooperation and compliance with SAI Standing Rules.	Deena Wolfe Pride of Portland	<a href="mailto:dlwolfe2@yahoo.com">dlwolfe2@yahoo.com</a>
Leadership Development Specialist	Identifies and develops leaders within the Region that meet leadership requirements, providing training as needed.	Paula Davis Song of Seattle	<a href="mailto:harmonywithheart@comcast.net">harmonywithheart@comcast.net</a>
Appointments Advisory Committee	Solicits and submits applications from members to serve as regional leaders.	OPEN	
<b>Regional Education Director</b>	<b>Oversees all regional education and training programs, including annual convention activities.</b>	<b>Debra Aungst Song of Seattle</b>	<a href="mailto:aungstd@gmail.com">aungstd@gmail.com</a>
Chair of the Regional Convention (CRC)	Coordinates the Convention Steering Committee which oversees all activities of the annual convention that do <u>not</u> deal with the contest itself. Works closely with the Competition Coordinator.	Sally Ryerson Olympia	<a href="mailto:sigoetsch223@gmail.com">sigoetsch223@gmail.com</a>
CRC May 2019	See above.	Jody Allen Spirit of Spokane	<a href="mailto:luvs2sing56@hotmail.com">luvs2sing56@hotmail.com</a>
Chorus Director Liaison	Facilitates communication among regional directors, and creates education and networking opportunities.	Bonnie Willis Pacific Sound	<a href="mailto:willisbk@msn.com">willisbk@msn.com</a>
Competition Coordinator (CC)	Appointed by SAI. Responsible for coordinating all aspects of the competition portion of the regional convention.. Works closely with the Chair of the Regional Convention.	Judy Galloway Harmony of the Gorge	<a href="mailto:jhgalloway47@gmail.com">jhgalloway47@gmail.com</a>
Facilities Coordinator	Responsible for securing appropriate venues for Regional programs and events, including contracts and site inspections.	Denise Thomson A Cappella Joy	<a href="mailto:dgt9653@gmail.com">dgt9653@gmail.com</a>
Arranger Education Specialist	Coordinates the development of the Regional arrangers program.	Janice Wheeler Pacific Sound	<a href="mailto:janicejfw@aol.com">janicejfw@aol.com</a>

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Faculty Specialist Development	Recruits, supervises, develops and evaluates Regional faculty members. May provide education to members thru workshops and chapter visits.	Sandy Cahill Cascade Harmony and Pride of Portland	<a href="mailto:me@sandycahill.com">me@sandycahill.com</a>
Faculty Specialist Facilitator	Facilitates and tracks SAI-funded faculty, music, and membership to chartered chapters.	Charlene O'Connor Voices Northwest	<a href="mailto:charsingsbass@aol.com">charsingsbass@aol.com</a>
General Education Specialist - SET	Coordinates the education and curriculum development, and organization of the SET Workshop.	LouAnn Hommel Spirit of Spokane	<a href="mailto:lmhommel@hotmail.com">lmhommel@hotmail.com</a>
General Education Specialist - Area Schools	Coordinates the education and curriculum development, and organization of the Area Schools.	Jerrie Beyrodt Capital City Sound	<a href="mailto:jerrie3@g.com">jerrie3@g.com</a>
Quartet Education Specialist	Promotes quarteting within the Region, and plans educational opportunities for new and established quartets.	Carol Ward Harmony Northwest and LionsGate (R26)	<a href="mailto:WARDME10@aol.com">WARDME10@aol.com</a>
Young Women In Harmony (YWIH) Specialist	Serves as educational resource staff specialist for the regional program. Coordinates with regional zone leaders. Is the Region's liaison to SAI's YWIH program.	Marsha Kelly Pride of Portland	<a href="mailto:marshas4boys@yahoo.com">marshas4boys@yahoo.com</a>
<b>Regional Membership Director</b>	<b>Oversees membership programs and activities for the entire Region.</b>	<b>Sharon Stockstad Helena Xpress Singers</b>	<a href="mailto:sasngis@msn.com">sasngis@msn.com</a>
Alternate Membership Liaison	Provides support and communication to Chapter-At-Large members and Members-at Large.	Andren Moyer Chapter-at-Large	<a href="mailto:andrenmoyer@gmail.com">andrenmoyer@gmail.com</a>
Chartered Chapter Liaison	Represents the interests and issues of Chapter management and membership to the REC as a whole. This includes the facilitation of networking opportunities for Chapter leaders.	Joy McDougall Fairbanks Frontier	<a href="mailto:joynco@alaska.net">joynco@alaska.net</a>
Membership Growth, Retention and Expansion Coordinator	Plans and implements these programs for members and chapters as needed and/or requested.	Patty Martin Olympia	<a href="mailto:pgmartin1@comcast.net">pgmartin1@comcast.net</a>
Prospective Chapter Coordinator	Responds to inquiries about organizing a prospective chorus within the Region, and guides these chapters through the steps toward chartering.	Sandy Smith Helena Xpress Singers	<a href="mailto:sandy_j_smith@hotmail.com">sandy_j_smith@hotmail.com</a>
Revitalization Specialist	Assists chapters in making decisions about entering the revitalization program, or dissolving. Develops a plan with the Chapter in cooperation with the Regional Education Team.	Sally Wallace Coeur d'Alene	<a href="mailto:thewallaces1@frontier.com">thewallaces1@frontier.com</a>

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