

Education Coordinator Job Description

- Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators.
- Plans curriculum for educational events such as seminars and workshops.
- Works in coordination with Events and Marketing Coordinators on marketing events.
- Coordinates regional faculty visits to choruses.
- Maintains five-year education plan document.
- Implements the chapter revitalization plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.
- Approves chapters and prospective chapters for public performance.
- Auditions chapter-at-large quartets for public performance.
- Develops faculty or staff to assist in implementing regional educational programs.
- Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the region.
- Appoints a YWIH Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.
- Appoints a DCP Coordinator who administers the program within the region.
- Appoints staff to assist with the implementation of responsibilities as needed.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to her successor.
- Trains her successor.

Membership Coordinator Job Description

- Represents the interests of chapter management and membership on the Regional Management Team.
- Communicates president/team leader and chapter needs and issues to the Regional Management Team.
- Provides and facilitates a forum for presidents/team coordinators at regional events.
- Instills in the members of her region an awareness of their relationship to the organization, to the region, and to other choruses.
- Develops a plan, in conjunction with the Education Coordinator, to teach chapters in revitalization ways to attract new members and retain existing ones.
- Plans and implements programs in the areas of membership growth and retention.
- Works in coordination with Marketing Coordinator on membership growth and retention plans.
- Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs.
- Guides prospective chapters through the *Steps Toward Chartering* program.
- Assists chapters in revitalization with growth and retention programs.
- Develops support staff to assist in planning and implementing programs such as:
 - Steps Toward Chartering
 - Membership recruitment
 - Member retention
 - Chapters in revitalization
- Appoints staff to assist with the implementation of responsibilities.
- Appoints a Chapter-at-Large Coordinator to ensure CAL members' awareness of and inclusion in regional events, programs, and publications.
- Appoints a Chapter Coordinator to maintain regular contact with chapter presidents/team leaders to assess and communicate chapter needs to the Membership Coordinator.
- Maintains contact with appropriate staff at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.



Application for Sweet Adelines International North Pacific Region 13 Regional Management Team

Please include a cover letter with this application that includes:

- A statement describing your key skills, abilities and / or attributes that have prepared you for the position you seek
- A statement describing why you would like to serve in the position you seek

Return the completed form and cover letter to the Nominations Chair

By 9 pm on Friday, October 9, 2009 (via email, fax or mail):

Evelyn Weiss ♦ 4417 King Drive, ♦ West Richland, WA 99353

cell: 509.420.6754

weiss@weissguys.net

fax: 888.202.7683

Name _____	Today's Date _____
Member # _____	Chapter _____
Address _____	Day Phone _____
City _____	Evening Phone _____
State/Zip _____	Email _____

Please rank the following regional coordinator positions in order of your interest (1=highest priority). Yes we really would like you to put a number for all eight positions:

___ Membership Coordinator	___ Directors Coordinator	___ Events Coordinator	___ Marketing Coordinator
___ Communication Coord.	___ Education Coordinator	___ Finance Coordinator	___ Team Coordinator

Sweet Adelines Experience:

Chapter positions held (within the past 10 years):

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Board/Team Member | <input type="checkbox"/> Long Range Plans | <input type="checkbox"/> President/Team Leader | <input type="checkbox"/> Show Chair |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Marketing | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Showmanship/Visual |
| <input type="checkbox"/> Competition Chair | <input type="checkbox"/> Membership | <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Director | <input type="checkbox"/> Music Staff | <input type="checkbox"/> Other: _____ | |

Regional positions held:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Chapter Coordinator | <input type="checkbox"/> Events Coordinator | <input type="checkbox"/> DMA/MDR | <input type="checkbox"/> SET Chair |
| <input type="checkbox"/> Comm/Tech Coordinator | <input type="checkbox"/> Mkg/Mbrship Coord. | <input type="checkbox"/> Public Relations | <input type="checkbox"/> ConvSteerComm |
| <input type="checkbox"/> Education Coordinator | <input type="checkbox"/> Finance Coordinator | <input type="checkbox"/> Newsletter Editor | <input type="checkbox"/> Committee Member: |
| <input type="checkbox"/> Directors Coordinator | <input type="checkbox"/> Team Coordinator | <input type="checkbox"/> Regional Faculty | <input type="checkbox"/> Other: |

International positions held:

- | | | | |
|-----------------------------------|---|--|-------------------------------------|
| <input type="checkbox"/> Arranger | <input type="checkbox"/> Committee Chair | <input type="checkbox"/> Panel Secretary | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Judge | <input type="checkbox"/> Committee Member | <input type="checkbox"/> International Board | <input type="checkbox"/> Task Force |

Other Sweet Adelines activity (within the past 5 years – please continue on separate sheet if needed):

How many International Conventions have you attended? _____ How many as a competitor? _____

What international education events have you attended? _____

How many Regional Competitions have you attended? _____ In what capacity (competing, host, audience, etc) _____

What regional education events have you attended? _____

Education: Please list your education and/or training:

Affiliations: Please list any affiliations with special interest/business/career/professional organizations or associations:

Currently Employed? Yes No Full time Part time

Occupation: _____

Past Occupation(s) / Volunteer Experience :

References: Please list three references who know you well enough to verify your qualifications for the position you seek. (Note: International Headquarters staff are not eligible to provide references.) We also reserve the right to check with others in the Region with whom you may have worked.

Name: _____ Home Phone: _____
Address: _____ Work/cell Phone: _____
City/State/Zip: _____ E-mail: _____

Name: _____ Home Phone: _____
Address: _____ Work/cell Phone: _____
City/State/Zip: _____ E-mail: _____

Name: _____ Home Phone: _____
Address: _____ Work/cell Phone: _____
City/State/Zip: _____ E-mail: _____

Please return the completed form and cover letter to the Nominations Chair

By 9 pm Friday, October 9, 2009:

Evelyn Weiss ♦ 4417 King Drive, ♦ West Richland, WA 99353
cell: 509.420.6754 weiss@weissguys.net fax: 888.202.7683