

Great Gulf Coast Region 10 Regional Job Descriptions

COMMUNICATIONS COORDINATOR STAFF

Regional Newsletter Editor - "Tune In With Ten"

Compiles data from choruses and prepares articles that are forwarded to the Editor by Region 10 choruses. This newsletter is electronically submitted to chorus directors, chorus presidents/team leaders, Chapter At Large Members, Quartets, etc. website

DIRECTORS COORDINATOR STAFF

Director Certification Program (DCP) Chair

- 1) Communicates timely with International Headquarters regarding all matters associated with the DCP.
- 2) Reports quarterly to the DC and Education Coordinator updating them on those members entering the DCP, testing in the DCP, or receiving certification.
- 3) Serves as the contact for all members of Region 10 interested in or participating in the DCP.
- 4) Provides testing opportunities at all Regional educational weekends.
- 5) Presents certificates and pins at Regional educational weekends to those receiving certification.

Assistant Director Liaison

- 1) Serves as a mentor or contact person for Assistant Directors in the Region.
- 2) Conducts training or discussion groups of the Assistant Directors at Regional educational weekends as directed by the DC.
- 3) Communicates to the DC the needs of the Assistant Directors.

Section Leader Liaison

- 1) Serves as a mentor or contact person for Section Leaders in the Region.
- 2) Conducts training or discussion groups of the Section Leaders at Regional educational weekends as directed by the DC.
- 3) Communicates to the DC the needs of the Section Leaders.

EDUCATION COORDINATOR STAFF

Administrative Assistant

1. Take notes of faculty meetings and distribute to faculty, faculty associates and regional management team. Distribute request for reimbursement forms.
2. Follow-up with faculty members and associates who have accepted assignments such as TIWT articles, 15-minute presentations, etc.
3. Assist the Education Coordinator as needed at each regional meeting.
4. Prepare an evaluation form for each regional meeting and ensure that completed forms are returned to the Education Coordinator.
5. Distribute evaluation forms at each class conducted by a regional faculty (music or Administrative) member.

Regional Music Faculty

1. Serves as a teaching/coaching faculty for implementing the education programs of the region.
2. Conducts regionally funded chapter visits as requested by the Education Coordinator and submits associated paperwork to the Education Coordinator by April 1 of each fiscal year - May 1 - April 30".

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3. Teaches education classes at regional schools as requested by the Education Coordinator.
4. Conducts chorus or quartet coaching sessions at regional schools as requested by the Education Coordinator.
5. Continues to self-educate via attendance at regional and international schools, international competitions, and application to international programs (judging, faculty, etc.).
6. Submits annually a written update of activities/progress including areas of success and needed improvement along with ideas/desires for the coming year.

Regional Music Faculty Associate

Meets the following requirements for admittance to the training program:

1. Recommendation by a member of the regional faculty.
2. Enrollment in the DCP program.

Once admitted, achieves the following during Level 1:

1. Demonstrates basic knowledge of the Sweet Adelines organization.
2. Demonstrates an understanding of and basic proficiency in basic vocal production techniques.
3. Demonstrates good teaching and presentation skills, exhibiting professionalism, poise, confidence and understanding of material.
4. Demonstrates good communication skills, both verbal and written.
5. Exhibits initiative and desire for continued education in the areas of vocal production and the barbershop style.
6. Demonstrates basic ability to read music (desirable).
7. Familiarizes self with the Judging Category Description Book.
8. Prepares and presents a written lesson plan.
9. Observes a coaching/teaching session with a chorus and completes an evaluation of the session.
10. Observes a quartet coaching session and completes an evaluation of the session.
11. Attends a faculty training session scheduled at the regional level.
12. Attends a regional meeting and submits a written report of experiences/activities.
13. Prepares a 15-minute presentation to the regional faculty for evaluation of teaching skills.
14. Submits annually a written update of activities including areas of success and needed improvement along with ideas/desires for the coming year.

Once Level 1 has been completed, achieves the following requirements for Level 2:

1. Teaches or team-teaches a class at a regional function or at a chorus other than the associate's own chorus with a regional faculty member present for evaluation.
2. Conducts a quartet coaching session with a regional faculty member present for evaluation.
3. Conducts a chorus coaching session with a regional faculty member present for evaluation.
4. Attends any faculty training sessions scheduled at the regional level.
5. Attends annually a regional meeting and submits a written report of experiences/activities.
6. Attends IES and submits a written report of experiences/activities.
7. Submits annually a written update of activities including areas of success and needed improvement along with ideas/desires for the coming year.

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Prospective Chapter Visits Chair

1. Conduct required visits during the chartering process.
2. Provide a recommendation to the Education Coordinator regarding musical readiness for chartering.
3. Provide feedback to the Directors Coordinator regarding the director's areas of proficiency and areas that need improvement.

Regional Songs Program

The Education Coordinator will select music to be used in either Regional Songs sessions at regional meetings or as music to be used in classes. The Education Coordinator will appoint a member of the faculty or a faculty associate for each regional songs session to be held at a regional meeting. Together they will:

1. Determine which available songs will be taught at each session.
2. Select an assistance quartet to act as section leaders.
3. Prior to each meeting, publicize which songs will be taught.

Music from this program will be used whenever a mass sing is appropriate.

Arrangers Training Program Chair

1. Publicize the arrangers training program.
2. Encourage aspiring arrangers and provide preliminary "how to" information.
3. As a starting point, provide the Arranger's Guide available from International to participants in the program.
4. Develop a lesson plan for the program.
5. Prepare and update a 3-year rolling calendar of arranger education and forward to the Education Coordinator for approval and budget purposes.
6. Teach regional classes and provide one-on-one assistance to arrangers participating in the program.
7. Develop a staff to mentor and encourage arrangers as they develop in the program.
8. Provide ways to recognize arrangers as they progress in the training program.
9. Assist with music selection for regional songs.
10. Provide assistance to the DCP Coordinator for the music theory module.

Quartet Association Chair

1. Maintain a listing of all quartets within the region with quartet personnel, contact information and performing area.
2. Schedule quartet coaching at each regional meeting.
3. Facilitate the quartet association meeting at each regional meeting. Include both "sharing" topics (educational ideas for quartets to help each other) and "caring" topics (ideas for future classes specifically for quartets, improvement ideas for regional meetings and competition, etc).
4. Publicize quartet association meetings. Open to anyone interested in quartetting.
5. Encourage members to try quartetting, either in a quartet, double quartet, or VLQ (very large quartet).
6. Encourage quartets to learn the regional songs and be available during regional meetings to tag out members of the quartet and sing the regional songs.
7. Distribute tags at regional meetings and use the quartet association to promote tag singing at regional meetings.
8. Prepare articles for Tune In With Ten regarding the quartet association and quartetting in general.
9. Provide feedback to the Education Coordinator regarding quartet education for planning and budgeting purposes.

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Winners Circle

- 1) Maintain a roster of members and provide periodic updates to members.
- 2) Prepare an agenda and preside over all Winners Circle meetings.
- 3) Have notes taken at each meeting and distributed to members.
- 4) Hostess a reception for all competing quartets at regional competition.
- 5) Purchase awards for the novice quartet, most improved quartet and championship quartet.
- 6) Solicit award presenters from non-competing Winners Circle members to present top 5 awards.
- 7) Determine eligibility and present the most improved and novice quartet awards.
- 8) Present Winners Circle rhinestone pin to retiring champions who are not already members of the Winners Circle.
- 9) Provide support for the current regional quartet champions and other international quartet competitors (wild card or returning top 15).
- 10) Provide assistance at regional meetings or specialized education events for quartets as requested by the Education Coordinator.

International Faculty Liaison

- 1) Obtain name(s), address, telephone number and email address of each faculty.
- 2) Ascertain any special needs for weekend, such as snack, soft drink, wine preferences.
- 3) If schedule permits, arrange dinner at restaurant outside hotel and type of food – Italian, Mexican, etc. Check to be sure that breakfast, lunch and dinner arrangements are made, if necessary.
- 4) Purchase gifts.
- 5) Purchase snack, soft drink and wine preferences as determined. Provide wine glasses, usually in different colors that are made out of plastic (or whatever) so that if the coach would like to take home it's easy to pack. Also provide bottled water.
- 6) Secure room keys from front desk as soon as assignments are made and the room(s) are set up. If the hotel provides a fruit bowl, provide cheese and crackers, chips, etc.
- 7) For the event, if there is more than one coach, stay in the main ballroom and assign members of the RMT, etc, to assist in other places. Be there to see that the coach has what she needs to do her job and assist in any way possible.
- 8) Arrange for reserved seat(s) for Saturday night show.

EVENT COORDINATOR STAFF

Regional Meeting Coordinator

Coordinates all arrangements for regional meetings. Among her duties she:

- investigates venues for the regional meeting,
- obtains and provides to the Education Coordinator layout information for the hotel's meeting space and information regarding occupancy of each room
- works with the Communications Coordinator to develop a registration form to be duplicated, published in TIWT and posted on the website

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- forwards completed registration form to the TIWT Editor and the webmaster, and handles all arrangements with the hotel for the smooth running of the regional event.

Copy the EVC on all correspondence with hotel, EC, etc.

24-36 Months before the Meeting

- 1) Investigate venues for the regional meeting. Unusual needs for rooms need to be discussed at booking. Typical needs are ballroom space to handle all attendees (with a 12 ft. ceiling) and at least 4 break out rooms.
- 2) Obtain and provide to the Education Coordinator layout information for the hotel's meeting space and information regarding occupancy of each room.

12-24 Months Before the Meeting

Set up a master account with the hotel and block function rooms as soon as possible.

6-12 Months Before the Meeting

- 1) Work with the Communications Coordinator to develop a registration form to be duplicated, published in TIWT and posted on the website. Determine if special attendee check boxes are needed on the form for this meeting.
- 2) Forward completed registration form to the TIWT Editor and the webmaster.

3-6 Months Before the Meeting

- 1) Determine any needs for meals or special catered events and breaks for the meeting and make arrangements with the hotel.
- 2) Determine A/V equipment and other supplies needed. Negotiate with hotel for those they can provide. Assign persons to get other needed equipment. A/V equipment will not be requested unless authorized by the Education Coordinator.
- 3) Determine best use of complimentary sleeping rooms, suites, etc. with EC and EVC

1-3 Months Before the Meeting

- 1) Receive completed housing/registration forms from Region 10 members.
- 2) Create a rooming list and forward the rooming list (with pertinent room deposit information) to the hotel according to their requirements.
- 3) Forward registration checks to the Finance Coordinator (or deposit locally if coordinating with FC).
- 4) Obtain necessary registration supplies (have extra current registration forms for last minute attendees). Check for ample badge supplies.
- 5) Put all names in an Excel file. Email Excel File to badge chair, who will make the badges and have them on-site in a timely manner.
- 6) Determine location of the regional banner and arrange to have on site.
- 7) Determine which events team members and RMT members will work/help with registration (suggested staffing: one helper for every 50 registrants).
- 8) Make necessary riser arrangements. Arrange for the riser providers to have a bill and filled-out disbursement form ready so that a check can be written upon delivery.

1-2 Weeks Before the Meeting

- 1) Communicate any rooming changes to the hotel according to their requirements.
- 2) Communicate any food guarantees to the hotel according to their requirements.
- 3) Determine what special meals/pricing will be available in the hotel dining room.

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- 4) Print multiple copies of the final schedule (obtained from EC) for distribution to members.
- 5) Create a printout by chorus as well as alpha for use at the Registration Table.
- 6) Schedule a pre-con meeting with the hotel for last-minute BEO checking.
- 7) Determine who needs up front seating. Email all RMT members, pertinent quartet members, and ask for their RSVP for down-front seating (Membership Coordinator will RSVP with an estimate of Mission Belles Attendance Award Chorus). All must RSVP for a reserved seat.
- 8) Verify the flight schedule for the International Faculty and coordinate pickup and return. Also, re-check flight on-time arrival and double-check with people who are doing pickup.
- 9) Determine supply needs from the regional storage unit/other and communicate to Events Coordinator. Those supplies include:
 - White Board, markers, eraser
 - TV/VCR
 - Bulletin Board, push pins
 - 2 Easels, Chart Paper
 - Cash Box
 - Boom Box !1 or more"
 - Presentation Boards
 - Calculator with Tape
 - Supply box
- 10) Double-check the riser delivery with people delivering risers and with hotel.

At the Meeting

- 1) Be available to handle last minute needs.
- 2) Check each meeting room for correct set-up, that A/V equipment is in place and working properly, for water, and that A/C or heat settings are appropriate.
- 3) Advise the RMT member making announcements at the meeting of any changes to the schedule !or meeting room assigned" that must be announced and of any specials in the hotel dining room that should be announced.
- 4) Reserve seats for the Saturday night show (International Faculty, RMT, quartets performing on the show, Regional Faculty, etc). Be sure to reserve seats for the Mission Belles Attendance Award chorus.
- 5) Re-check flight time for International Faculty return to airport (or have International Faculty Liaison check).

After the Meeting

- 1) Work with the Finance Coordinator to prepare a post-meeting report detailing number of attendees paid, number of complimentary registrations used, number of sleeping rooms used, hotel costs associated with the meeting, guest faculty fee and expenses, and other regional expenses associated with the meeting.
- 2) Email the report to the Events Coordinator.

Current promotions:

First chorus to register 75% of their members gets free coaching on Sunday morning by Regional Faculty person.

Chorus that wins the Mission Belles Attendance Award sits up front at regional show.

Register at regional workshop for next regional workshop and enter a drawing for a

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door prize announced during Saturday night show".
G. Recognition Dinner Coordinator

Badge Chair

Makes badges for all attendees to a regional meeting, using the registration list obtained from the regional meeting coordinator, and arranges for the delivery and distribution of the badges at the regional event.

- 1) Receive the registration list from the area's registration coordinator for that event.
- 2) Make a badge using the theme that was already determined. All of the badges have the first and last names, chorus and regional or international titles on them. Be flexible to include other information as needed for that event. (ie: color coordinate their voice part).
- 3) Have a cut off time to be able to prepare the badges and to stuff them, don't make changes the afternoon before the day before leaving to go to the event.
- 4) Make sure that badges get to the regional event in time to be given out or to have others stuff additional things in them.
- 5) Be communicative with the weekend coordinator to let them know at which time any last minute changes will be made. This way they can be more organized and have the badge changes ready for when we arrive.
- 6) Make the corrections and pull out the non-paid badges for them.
- 7) When at the regional event, do whatever is needed to help the weekend coordinator.

Regional PR - Events Team

2 months out –

- 1) Begin sending weekly reminders out to the region about the upcoming workshops. Send them to the EVC "me" and EVC will post to the Yahoo email list.
- 2) Generate flyers for each Regional Workshop. Send to webmaster with continuous new ideas about posting for best way to reach members through region's website.
- 3) Write articles for "Tune In With Ten" promoting upcoming regional events.
- 4) Copy flyers (100) for regional meetings (or delegate) and make arrangements for flyers to arrive at regional meeting.
- 5) Put together presentation board (with promotion for the next regional workshop) for each regional meeting. Make arrangements for board to arrive at regional meeting.
- 6) Ask Regional Meeting Coordinator for an exhibit table for promotions
- 7) Determine themes for upcoming workshops at least one workshop in advance.
- 8) Determine inexpensive or borrowed decorations that can go with theme.
- 9) Prepare materials for the Events promotion table at contest.
- 10) Email Chorus Regional Event Coordinators with updated information about regional workshops. Email helpful hints about promoting regional events and getting members excited about attending regional events.
- 11) Visit local choruses occasionally to talk to chorus members to generate excitement about attending regional workshops. Take promotional flyers to choruses that get visited.
- 12) Take pictures/video at regional events that are attended by PR. These will be used to prepare PR videos.
- 13) Brainstorm promotional ideas to get members excited about attending regional workshops.

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Recognition Dinner Coordinator

Plan and coordinate a regional dinner and entertainment in coordination with the Events and Education Coordinator.

- 1) Determine menu and price with hotel's meeting coordinator and clear with Events Coordinator.
- 2) Create checklist with chorus name, member names, and funds collected with check number & date received.
- 3) Arrange for Tickets to be picked at the registration desk by those who register for the dinner.
- 4) Plan program, emcee and entertainment.
- 5) Coordinate the awards and presenters of those awards with Team Coordinator.
- 6) Usually International quartet competitors will be invited to perform and will be given complimentary dinner tickets - verify with EVC.
- 7) Door prizes and table decorations are optional, but fun for all.
- 8) Plan for 1 1/2 to 2 hours depending on what the Education Coordinator schedules.

REGIONAL CONVENTION COMMITTEES:

(See Attachment I "Guidelines for Regional Conventions" for detailed job descriptions.)

Chair of the Regional Convention (CRC)

The Chair of the Regional Convention (CRC), appointed in accordance with regional standing rules and procedures, is the general chair of the convention weekend, including competition. In accordance with regional procedures, if the responsibility for the convention weekend lies with a regional convention planning committee, in conjunction with the regional management team, the CRC is appointed by the EVC.

As Chair of the Convention Steering Committee, the CRC appoints committee members and chairs, in accordance with regional standing rules and/or procedures. She has the overall responsibility and authority of ensuring that committee chairs are fulfilling their responsibilities according to plan.

Competition Coordinator (CC)

Appointed annually by the Judge Specialists and approved by the Education Direction Committee, the Competition Coordinator is responsible for coordinating all aspects of the regional convention directly related to competition. She works in conjunction with the EVC, CRC, and the panel chair. The annual term of appointment shall be September 1st through August 31st of any given year.

Official Panel Liaison (OPL)

Appointed as a member of the Convention Steering Committee, the OPL is responsible for all convention activities relating to the official panel. These responsibilities may be divided as follows among several committees:

| | |
|--------------------------------|--------------------------------|
| Escort /transportation/housing | Trial Scoring Judges |
| Judging areas | Contestant Packets/duplication |

POSITION REQUIREMENTS

1. Strong organization and administrative skills
2. Excellent communication and interpersonal skills
3. Ability to make decisions, as well as delegate responsibility
4. Must be flexible

Afterglow

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If the region has an Afterglow, this committee coordinates all aspects of this event.

All Events Tickets

Subcommittee responsibilities include printing of tickets, preparing complimentary All Events Registration, determining a method of distribution for registrations, tickets, and programs.

Awards

The chair of this subcommittee works directly with the CRC. Committee responsibilities include ordering quartet and chorus medals or ribbons, stringing chorus medals and determining physical arrangements for awards presentation.

Backstage Assistant

Working with the CC, subcommittee responsibilities include:

1. Assisting with set-up of the backstage area prior to the competition.
2. Assisting with inspections and contestant briefings.
3. Assisting in the assignment of members to help in the traffic pattern.
4. Assisting with the traffic pattern during the competition.

Convention Secretary

Responsibilities include recording and distributing the minutes of each Convention Steering Committee meeting, preparing correspondence as requested by the CRC, maintaining a file of all minutes, reports from all subcommittees, financial statements and correspondence regarding regional convention and forwarding the file to the CRC following the regional convention weekend.

Housing

Works with the CRC in establishing procedures for and processing all competitor and guest hotel reservations.

Photography

Responsibilities include prior to the convention weekend, providing contestants with the information through the convention bulletin or an individual mailing regarding instructions and prices for ordering photographs and arranging the location and set-up (risers, table, chair, primp supplies) of photography area.

Program

This subcommittee is responsible for all aspects of the convention program, including printing, advertisement sales and distribution.

Transportation

Working with the CC and CRC, this subcommittee is responsible for coordinating the busing between the hotel(s) and the competition facility.

Hotel Contact

In charge of anything to do with the hotel except individual room reservations (which are handled by the housing coordinator). Specifically she coordinates the meeting rooms, makes arrangements for any meals or parties, including afterglow if we have one.

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EXPO

In charge of recruiting vendors and, in conjunction with hotel contact, arranges for the set up of the room, drafts contracts and collects the fees for booth space.

Silent Auction

This is really a subcommittee of EXPO. The person in charge of the silent auction solicits donated items and oversees the set up and bidding procedures and collects the money.

Volunteers

This person is responsible for recruiting the manpower necessary for running the convention such as manning the registration table, selling tickets, ushering, silent auction, setting up risers, wherever help is needed.

FINANCE COORDINATOR STAFF

Regional Sales Chair

Maintains inventory of regional sales items and arranges for set up and staffing of sales area at regional events. Does NOT have to store or transport the inventory to meetings, since the Houston Horizon Chorus has graciously agreed to take care of those arrangements.

MARKETING COORDINATOR STAFF

Website Coordinator

Maintains and updates the regional website. Posts all forms, flyers, calendars, schedules and other information, as needed, to the website in a timely manner.

- 1) Acquire a new Website provider when necessary.
- 2) Build a Website when necessary.
- 3) Update/redesign website as required.
- 4) Post to website all forms, flyers, schedules and whatever else needs to be posted.
- 5) Post all information regarding the annual Regional calendar.
- 6) Post Competition Booklet that includes instructions to the chapters/quartets and all the forms required by Region 10 and International.
- 7) Create forms and flyers as requested and in the format required by requester.
- 8) Work with chapters to aid them in websites needs. .
- 9) Create Web pages as requested.
- 10) Post candid photos and review for content.
- 11) Act as Ad Hoc point of contact for regional information.
- 12) Act, do, create, procure, and facilitate any project or request that will keep the region informed.

Historian

Region 10 Wall of Fame – All choruses are contacted and sent information for their chorus members to choose their special person to receive the Region 10 Wall of Fame Award.

Region 10 Scrap Book – All choruses are provided the materials to prepare their own special scrapbook pages. The winners are announced at the Show of Champions. The biggest challenge is storing all of the historical albums, scrapbooks, photos, and snapshots and owning a vehicle big enough to haul boxes to meetings, etc.

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Marketing staff

Promotes all regional events with the regional membership and community at large.

TEAM COORDINATOR STAFF

Regional Management Team (RMT) Secretary:

Takes the minutes at all RMT meetings and distributes the completed minutes to all team members within 2 weeks of the meeting.

Standing Rule Chair

Reviews all chapter standing rules for accuracy and clarity. Keeps a record of which chorus standing rules are up-to-date and which need to be updated.

Nominating Committee

Develops the slate for the elections of the Directors' Coordinator and Membership Coordinator. The nominating committee will consist of one member of the Regional Management Team and two members from the membership at large. The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT 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 appointment of the Communications Coordinator, Finance Coordinator, Events Coordinator, Marketing Coordinator and Team Coordinator.

Strategic Plan

Monitor the regional strategic plan.

Database Administrator

Create and maintain a regional leader's database.

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MEMBERSHIP COORDINATOR STAFF

CAL Liaison

Maintains contact with CAL members in the region to ensure their awareness of an inclusion in regional events, programs and publications.

Regional Librarian

Maintains a regional library of materials and promotes its use by regional choruses and quartets.

Chapter Coordinator

Maintains regular contact with presidents/team coordinators to assess and communicate chapter needs to the Membership Coordinator.

YWIH Coordinator

Promotes the YWIH program in the region.

Resource Staff

Can be someone who has served as Membership Coordinator in the past, to help with questions, concerns or serve as MC representative at her request for chapter visits, etc.

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Attachment I

Guidelines to Regional Conventions

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GUIDELINES FOR REGIONAL CONVENTIONS

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CHAIR OF THE REGIONAL CONVENTION (CRC)

The Chair of the Regional Convention (CRC), appointed in accordance with regional standing rules and procedures, is the general chair of the convention weekend, including competition. In accordance with regional procedures, if the responsibility for the convention weekend lies with a regional convention planning committee, in conjunction with the regional management team, the CRC is appointed by the EVC; if a host chorus has accepted this responsibility, the chapter appoints the CRC.

As Chair of the Convention Steering Committee, the CRC appoints committee members and chairs, in accordance with regional standing rules and/or procedures. She has the overall responsibility and authority of ensuring that committee chairs are fulfilling their responsibilities according to plan.

BASIC RESPONSIBILITIES

1. Appoints sub-committees and chairs.
2. As Chair of the Convention Steering Committee, supervises the preparation of the minutes and correspondence.
3. Ensures that all international and regional policies and procedures are being followed.
4. Assists in the preparation of the convention budget.
5. In cooperation with the EVC and CC, and in accordance with regional standing rules and procedures, participates in the inspections and approves the selection of convention facilities.
6. Schedules meetings with hotel, competition facility and convention assistance personnel.
7. Upon site approval and in accordance with regional standing rules and procedures, makes all arrangements regarding the convention site:
 - a. insurance
 - b. security
 - c. performance licenses
 - d. stage hands
8. In cooperation with the EVC and CC, determines the schedule of events.
9. At the hotel and competition facility, finalizes arrangements and prepares function sheets for all required room set-ups, including:
 - a. rehearsal
 - b. warm-up
 - c. photography (if applicable)
 - d. Ways & Means
 - e. All Events pick-up
 - f. pre-keyed housing
 - g. single ticket sales
 - h. postcompetition events
 - i. hospitality rooms
10. Approves the busing company and official photographer.

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11. Reviews all published materials before printing.
12. In cooperation with the EVC and CC, determines the riser configuration, including whether or not the alternate riser configuration option will be offered. Makes arrangements for the configuration(s).
13. Working with the OPL, finalizes all arrangements for the official panel and trial scorers at the hotel and competition facility, including transportation arrangements.
14. Working with the CC, finalizes all arrangements for the traffic patterns, traffic pattern schedules and corresponding transportation, briefings, sound, lighting, and photography.
15. Submits proposals for an official photographer to the regional management team and finalizes arrangements.
16. Ensures that official photographs of the championship quartet and chorus, the Division **A** first place winner and the Division **AA** first place winner are forwarded to the *Pitch Pipe* editor at IHQ.
17. Ensures that the appropriate awards have been received and are available for presentation at the competition facility. Contacts the current champion chorus to make arrangements to receive the traveling plaque.
18. Finalizes all arrangements for the awards ceremony.
19. With the CC, ensures that the presentations run smoothly.
20. If applicable, finalizes all public relations plans.
21. Communicates with contestants regarding their placement in the official order of appearance.
22. Attends official inspections.
23. Attends quartet and chorus briefings.
24. Remains available throughout the convention weekend wherever needed.
25. In cooperation with the EVC, meets with the appropriate hotel personnel to review the convention weekend.
26. Completes international and regional reports, as designated.
27. Forwards GRC and regional files to successor, if applicable.

POSITION REQUIREMENTS

1. Strong organization, administrative and leadership skills.
2. Thorough understanding of regional and international policies and procedures, especially in the area of regional convention/competition.
3. Excellent communication and interpersonal skills with people at all levels.
4. Ability to make decisions, as well as delegate responsibility and authority.

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COMPETITION COORDINATOR (CC)

Appointed annually by the Judge Specialists and approved by the Education Direction Committee, the Competition Coordinator is responsible for coordinating all aspects of the regional convention directly related to competition. She works in conjunction with the EVC, CRC, and the panel chair. The annual term of appointment shall be September 1" through August 31st of any given year.

BASIC RESPONSIBILITIES

1. In cooperation with the EVC and CRC and in accordance with regional standing rules and/or procedures, participates in the inspections and selection of competition facilities.
2. In cooperation with the CRC and the EVC, determines the schedule of events.
3. Approves the plans for the competition stage and handles all related responsibilities.
4. In coordination with the EVC and CRC, determines the riser configuration, including whether or not the alternate riser configuration option will be offered.
5. Approves the plans and handles all related responsibilities for the backstage movement of contestants.
6. Supervises the curtain movement, if applicable.
7. Supervises the signal system used between the panel chair and backstage.
8. Ensures that all appropriate safety precautions are taken in the backstage area.
9. Makes arrangements for recording and videotaping the regional competitions, including deciding who will be producing the audio and video recordings and what equipment is needed.
10. Provides instructions to personnel responsible for the recordings.
11. Purchases and labels, according to international instructions, a sufficient quantity of audio and videotapes.
12. Gives tapes to personnel responsible for making the recordings.
13. Supervises recording during competition.
14. Delivers the audio and videotapes to the OPL immediately after each contest session.
15. Sends the master audio and videotapes to international headquarters within 30 days following the convention weekend.
16. Working with the CRC, finalizes all arrangements for the traffic patterns, traffic pattern schedules and corresponding transportation, briefings, sound, lighting and photography.
17. Conducts quartet and chorus director briefings.
18. Participates in the official inspections.
19. Receives from international headquarters the official judging packets and panel secretary supplies.
20. Meets with panel chair or her designee on Thursday evening or Friday morning to verify and distribute judging packets and panel secretary supplies.
21. Reviews and finalizes emcee cards.

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22. Using the guides sent from IHQ, prepares the Announcement of Quartet Official Results and Announcement of Chorus Official Results scripts, inserting all preliminary information. Gives these scripts to the panel secretary at the C&J meeting.
23. With the CRC, ensures that the awards presentation runs smoothly.
24. Completes international and regional reports as designated.
25. Should the Competition Coordinator be a competitor, her backstage responsibilities ' must be assigned temporarily to someone familiar with her instructions and procedures.
26. Forwards GRC, files and CC pin to successor, if applicable.

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OFFICIAL PANEL LIAISON (OPL)

Appointed as a member of the Convention Steering Committee, the OPL is responsible for all convention activities relating to the official panel. These responsibilities may be divided as follows among several committees:

Escort/transportation/housing
Judging areas

Trial Scoring Judges
Contestant Packets/duplication

BASIC RESPONSIBILITIES

1. In cooperation with the CRC, arranges panel housing.
2. Communicates regularly with panel members, informing them of all convention arrangements.
3. Arranges transportation for panel members.
4. Facilitates meal functions. Makes reservations and arranges transportation as required. Does not issue invitations unless directed to by the panel chair.
5. Arranges complimentary convention registrations.
6. Provides each panel member with a regional convention program.
7. Notifies CRC of hospitality needs in the official panel's rest area/parlor. Provides reasonably comfortable chairs, preferably padded with straight backs, for members of the judging panel.
8. Notifies CRC of supplies/equipment needs at competition site.
9. In accordance with regional standing rules and procedures and as outlined in Section D, makes arrangements for trial scorers.
10. In cooperation with the CRC, makes arrangements for the photocopying and faxing of official results.
11. Prepares contestant packet envelopes in advance.
12. Attends official inspections.
13. Attends briefings.
14. Following each competition session, works with the panel secretary in distributing contestant packets and official results.
15. Distributes or mails contestant packets that are not picked up during the allocated time.
16. Completes international and regional final reports, as designated.
17. Forwards GRC and files to successor, if applicable.

POSITION REQUIREMENTS

1. Experience with the International Judging Program or Panel Secretary Program preferred.
2. Strong organization and administrative skills
3. Excellent communication and interpersonal skills
4. Ability to make decisions, as well as delegate responsibility.
5. Must be flexible.

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CONVENTION ASSISTANCE CHAPTER

The Convention Assistance Chapter is selected in accordance with regional standing rules and procedures and is designated to assist the Convention Steering Committee in the execution of the regional convention. All responsibilities of the Convention Assistance Chapter and its relationship to the Convention Steering Committee should be defined in regional standing rules and/or procedures. If the Convention Assistance Chapter is competing, it may choose to perform first, last or where drawn in the order of appearance. The chapter indicates this on the entry blank submitted to international headquarters.

In regions where a host chapter is used as the Convention Steering Committee, members of the host chapter assume the responsibilities of the Convention Assistance Chapter and designated subcommittees, unless otherwise noted.

The Convention Assistance Chapter is responsible for assisting the appropriate committee by:

1. Providing staff for the competition information desk at the hotel.
2. Providing assistance for hotel registration, all events/ticket sales and pick-up, and regional ways and means sales areas.
3. Escorting competitors to the competition facility.
4. Acting as guides for traffic patterns, ticket takers, ushers, door watchers and backstage assistants at the competition facility.
5. Providing staff for various stops in the traffic pattern (i.e., warm-up rooms, hotel departure check-in, photography, stage entrance/exit).
6. Supervising the unloading, assembling, disassembling and loading of risers.
7. Providing van drivers as needed by the OPL for transporting the official panel.
8. Providing van drivers as needed for transporting the official photographer.
9. Providing a floater at both the hotel and competition facility to assist the members of the Convention Assistance Chapter assigned to the traffic patterns.
10. Providing one person to staff the Convention Assistance Chapter office at the headquarters hotel throughout the weekend. During the competition, this person is responsible for telephone communications between the hotel and the CRC at the competition facility.
11. Providing three to five additional members to be used on an as-needed basis.
12. Assisting in any other way designated by the Convention Steering Committee, in accordance with regional standing rules and procedures.

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SUBCOMMITTEES

Outlined below are several suggestions for subcommittees to handle various aspects of the convention weekend. It is the responsibility of the Convention Steering Committee to determine which committees are appropriate for the administrative structure of its region. Unless specifically noted, it is not necessary for the chair of each subcommittee to be a member of the Convention Steering Committee.

Each subcommittee designated by the Convention Steering Committee maintains minutes of all meetings and provides copies to members of the Convention Steering Committee. Immediately following the convention weekend, each subcommittee meets to discuss the convention and identify areas that may need improvement for the next convention. A final report including this information is presented to the Convention Steering Committee.

AFTERGLOW

If the region has an Afterglow, this committee coordinates all aspects of this event.

ALL EVENTS/TICKETS

The price of all events registrations (and events to be included) and individual tickets is established by the Convention Steering Committee and approved in accordance with regional standing rules and procedures. Subcommittee responsibilities include:

1. Printing of tickets.
2. Preparing complimentary All Events Registration badges for the official panel, trial scorers and any others designated.
3. Preparing other All Events Registration badges.
4. Determining a method of distribution for registrations, tickets, and programs through mail or hotel pick-up.
5. Notifying the CRC of needs associated with the method of distribution at least 90 days prior to the convention (e.g., tables, chairs).
6. Setting up the registration, information areas and ticket sales at the hotel.
7. Staffing the registration, information and ticket sales areas in the hotel and competition facility with members of the convention assistance chorus.

Note: Publicizing in advance that All Events Registrations are transferable but not refundable is recommended

AWARDS

The chair of this subcommittee works directly with the CRC. Committee responsibilities include:

1. Ordering quartet and chorus medals, (or ribbons), including most improved, from the international sales department.
2. Stinging chorus medals on cords long enough to easily go over contest hairdos. (Royal blue for first place; red for second place; white for third place; yellow for fourth place and green for fifth place). Make sure the knots do not slip. The medals

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- should be bunched in groups of ten for easy counting and distribution.
3. Attaching quartet medals to ribbons. (Same colors as chorus medals.)
 4. Determining physical arrangements for awards presentation.
 5. Notifying the CRC of needs associated with the awards presentation at least 90 days prior to the convention (e.g., tables, chairs).
 6. Working with the CRC to ensure that all awards are at the appropriate distribution site.
 7. If applicable, purchasing Director Recognition Awards and any other designated regional awards.
 8. Verifying per item cost, selling any extra medals to eligible choruses and turning over extra supplies to the appropriate personnel.

BACKSTAGE ASSISTANT

Working with the CC, subcommittee responsibilities include:

1. Assisting with set-up of the backstage area prior to the competition.
2. Assisting with inspections and contestant briefings.
3. Assisting in the assignment of members of the convention assistance chorus to help in the traffic pattern.
4. Assisting with the traffic pattern during the competition.

BULLETINS

This subcommittee produces convention bulletins as specified by the Convention Steering Committee. Refer to Convention Bulletins.

CONVENTION SECRETARY

Responsibilities include:

1. Recording the minutes of each Convention Steering Committee meeting.
2. Following the approval of the CRC, distributing the minutes to the following: CRC, CC, EVC, OPL, other committee members, host chapter president (if applicable), Regional Management Team and the Director of Music Services at IHQ.
3. Preparing correspondence as requested by the CRC.
4. Maintaining a file of all minutes, reports from all subcommittees, financial statements and correspondence regarding regional convention.
5. Forwarding the file to the CRC, including final committee reports, following the regional convention weekend.

DECORATIONS/SIGNAGE

Subcommittee responsibilities include:

1. Preparing decorations for designated locations, based upon the theme of the convention.
2. Preparing and displaying signs for the traffic patterns.

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FINANCE

The financial chair of the regional convention may be the Finance Coordinator or host chapter treasurer, or she may be a member appointed to that position by the CRC and/or EVC. If the financial chair is not the FC or host chapter treasurer, it is necessary to establish procedures for authorizing checks to be written and for forwarding a record of all deposits made that relate to the regional convention.

Responsibilities include:

1. Supervising the development and adherence to the regional convention budget, unless regional procedures provide that the Convention Steering Committee plans the budget.
2. Maintaining accurate and current records of all receipts and disbursements.
3. Forwarding check requests to the CRC and/or EVC/host chapter president for approval before paying.
4. Presenting a written report at each Convention Steering Committee meeting, including the balances for each budgeted item.
5. Notifying the CRC and EVC of any variances to the budget.
6. Preparing a final written financial report following the regional convention and forwarding it to the CRC and any other appropriate regional personnel.
7. Forwarding the financial files to the CRC for inclusion in the convention files.

HOST COMMITTEE

This subcommittee selects the hosts and notifies each contestant of its respective host. Each host is responsible for:

1. Contacting the assigned group prior to convention to discuss any special needs, advising them of plans and providing any additional assistance as needed.
2. Meeting and personally welcoming the assigned group upon arrival at the convention site and advising them of scheduled rehearsal and transportation times.
3. Accompanying the assigned group to the contestant briefing and walking through the traffic pattern with the CC or backstage assistant.
4. Accompanying and remaining with the assigned group at rehearsals and throughout the competition.

HOSPITALITY

This subcommittee is responsible for providing as many comforts as possible for Sweet Adelines guests who are not members of the official panel.

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HOUSING

This subcommittee works with the CRC in:

1. Establishing procedures for competitor and guest hotel reservations.
2. Providing this information to the Bulletin Committee for publication.
3. Staffing the prekeyed housing area at the hotel (if applicable) with members of the convention assistance chorus.

PHOTOGRAPHY

In accordance with regional standing rules and procedures, arrangements are made with a photographer to take the official picture of each contestant in a specially designated area, either prior to or following the contestant's performance.

Responsibilities include:

1. Prior to the convention weekend, providing contestants with the following information through the convention bulletin or an individual mailing:
 - a. instructions and prices for ordering photographs.
 - b. location and set-up (risers, tablechair, primp supplies) of photography area.
2. Assigning a member to assist the photographer on site.
3. Assigning a member to collect photography orders on site, unless all orders are received by mail prior to the convention weekend.

PROGRAM

This subcommittee is responsible for all aspects of the convention program, including printing, advertisement sales and distribution.

The program should include:

1. Names of the official panel members.
2. Names of contestants (quartet members and chorus directors).
3. Schedule of events.
4. Any additional information provided by the Convention Steering Committee.
5. Current quartet and chorus champion pictures, if designated.
6. A message from the Regional Management Team, CRC, CC, and/or Convention Steering Committee, if desired.
7. Additional information as requested by international.

The CRC, CC and CT proofread and approve the contents of the program before it is printed.

PUBLIC RELATIONS

This subcommittee is responsible for all public relations regarding the regional convention weekend. (Refer to Appendix I.) The chair of this committee may be the Marketing/Membership Coordinator or a member of the Convention Steering Committee. This should be specified in the regional standing rules and procedures. The MM attends the C&J Meeting.

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SECURITY

At the competition facility, this subcommittee is responsible for:

1. Assigning members to open and close doors upon CRC directions.
2. Assigning members to collect tickets from individual purchasers.
3. Assigning members to act as ushers during competition sessions and advising them of any facility restrictions.

Note: Some facilities require that professional ushers and ticket takers be hired.

SHOW OF CHAMPIONS

This subcommittee is responsible for planning and implementing the Show of Champions, including order of appearance, emcee(s), performers, length of each performance, etc. Specifications for the Show of Champions should be included in the regional standing rules and procedures.

TRANSPORTATION

Working with the CC and CRC, this subcommittee is responsible for coordinating the busing between the hotel(s) and the competition facility. Its responsibilities include:

1. Contacting bus companies for price comparisons and availability.
2. Submitting information to the CRC for approval.
3. Presenting contracts to the CRC and EVC or FC for signatures and initial deposit, if required.
4. Working directly with the busing company throughout and until the completion of the convention weekend.
5. Making all arrangements for communications between the competitors hotel check-in point(s) and the competition facility drop-off point, and between the audience hotel(s) pick-up and competition facility drop-off points (cell phones or two-way radios may be used).
6. Following approval of the Schedule of Events:
 - a. arranging buses to transport mic-testing quartet and chorus to official inspection.
 - b. arranging audience bus times for hotel departure and return.
 - c. arranging transportation for those attending the quartet and chorus director briefings.
7. Following the approval of the traffic pattern schedules, arranging for contestant busing between the hotel and competition facility.
8. Making copies of the traffic pattern schedule and distributing to personnel working the traffic pattern. The personnel should be instructed to make note of the actual arrival and departure times of each contestant for future planning purposes.
9. Ensuring that all departure locations are marked at both the hotel and the competition facility.
10. Ensuring that there is one last bus to transport all late workers, including officials, back to the hotel after both evening sessions.

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Regional Job Descriptions**

Attachment II

Regional Management Team Positions

Great Gulf Coast Region 10 Regional Job Descriptions

REGIONAL MANAGEMENT TEAM POSITIONS

Job Description – effective October, 2012

- Formulates a regional mission statement
- Develops and implements a comprehensive strategic plan that includes long-range plans for which each coordinator is responsible
- Maintains a viable membership growth and retention program
- Ensures that all financial resources of the region are managed in an effective and efficient manner
- Appoints a Nominating Committee
- Develops and implements plans for recruiting and training successors
- Utilizes the educational opportunities provided by International
- Maintains effective communications with chapter and Chapter-at-Large members
- Evaluates regional events, each other, the effectiveness of the team, and team succession planning
- Maintains a supportive and positive working relationship among team members
- Defines the specific areas of responsibility for each coordinator and the areas in which coordinators have (shared) joint responsibility
- Uses the process of consensus to arrive at team decisions
- Supports decisions made by the team
- Provides regular, comprehensive reports as requested by International Headquarters

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED

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Communications Coordinator – Regional Appointment

- Receives communications from the International organization and disperses to the region
- Maintains internal communication channels among the region, chapters, and individual members
- Develops and maintains the regional leadership database
- Is responsible for regional Web site and database design, implementation and maintenance, with input from the Marketing Coordinator
- Maintains a complete record of regional meetings and activities
- In consultation with the RMT, prepares and submits year-end Team Report to the Meetings and Corporate Services Department at International Headquarters by established deadline
- In consultation with the RMT, prepares and submits summary of Annual Regional Report to the Meetings & Corporate Services Department at International Headquarters by established deadline
- Supervises production of regional newsletter 3 times annually.
- Conducts Chapter Visits as requested by Education Coordinator

Directors Coordinator – Elected

- Represents the interests of regional directors on the Regional Management Team
- Communicates with directors in her region to assess their needs
- Communicates directors' needs and the needs of their chapters to the Education Coordinator
- Provides and facilitates a forum for directors at regional events
- Conducts Chapter Visits as requested by Education Coordinator

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Education Coordinator – International Appointment

- 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 for approval 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

Events Coordinator – Regional Appointment

- Facilitates the securing of appropriate venues for regional programs and events, including site inspections and negotiation of contracts
- Coordinates on-site arrangements for all regional meetings and events, including regional competitions
- Serves as or oversees the work of the Chair of the Regional Convention (CRC) as defined in the Guidelines for Regional Convention
- Works in coordination with the Marketing and Education Coordinators on marketing events
- Oversees registrations for all regional events

Great Gulf Coast Region 10 Regional Job Descriptions

- Conducts Chapter Visits as requested by Education Coordinator

Finance Coordinator – Regional Appointment

- Ensures that all financial resources of the region are accounted for in an effective and efficient manner
- Coordinates the long-range financial plan in conjunction with other team coordinators
- Prepares and submits the annual budget for the region
- 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 equipment and services required by the region
- Holds sole authority to sign contracts on behalf of the region
- Coordinates projects to raise non-dues income
- Presents a report on the region's financial condition at meetings of the RMT
- Prepares an annual financial statement for submission to the Director of Finance and Administration at International Headquarters
- Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) selected by the RMT or for examination or audit at any time as directed by the RMT
- 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 application for corporate gifts/grants
- Conducts Chapter Visits as requested by Education Coordinator

Great Gulf Coast Region 10 Regional Job Descriptions

Marketing Coordinator – Regional Appointment

- 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
- Works in coordination with the Communications Coordinator on Web site 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
- Sells advertisements in regional publications
- Conducts Chapter Visits as requested by Education Coordinator

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Membership Coordinator

Elected by Region 10 Chapters & Chapter at Large (CAL) Members

- 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 leaders 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 area 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
 - Membership retention
 - Chapters in Revitalization
- 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
- Conducts Chapter Visits as requested by Education Coordinator

Great Gulf Coast Region 10 Regional Job Descriptions

Team Coordinator - Regional Appointment

- Facilitates meetings of the Regional Management Team
- Coordinates agenda for Regional Management Team meetings with input from members
- Reviews and approves all chapter standing rules
- Reviews regional standing rules and job descriptions, and makes recommendations for necessary revisions
- Maintains the region's long-range plan document
- Maintains the regional calendar
- Develops a support staff to assist in implementing responsibilities such as
 - Chapter standing rules review
 - Regional calendar
- Is responsible for recording and preparing minutes of all meetings of the regional management team
- Distributes copies of minutes to members of the team, regional chapters, and the Meetings and Corporate Services Department at International Headquarters
- Develops and maintains the regional leadership database.
- Conducts Chapter Visits as requested by Education Coordinator