

REGIONAL JOB DESCRIPTION ADDENDUM

REGIONAL MANAGEMENT TEAM (RMT)

1. Serves as middle management and liaison to the Sweet Adelines International (SAI) organization.
2. Oversees activities of the region.
3. Develops education focus for the region.
4. Develops programs to meet those needs.
5. Develops long-range plans based on the goals and values of the regional membership.
6. Oversees and evaluates the implementation of long-range plans.
7. Accepts fiduciary responsibility for the region; monitors regional financial processes.
8. Develops a structure of task-oriented groups (teams, committees, staffs) that are responsible for devising strategies to implement plans determined by the management team.
9. Monitors chapter compliance with corporate and regional bylaws, international policies and administrative procedures.
10. Provides counseling to individual chapters.
11. Ensures open communication at all levels of the region.
12. Uses their personal/business e-mail account, since this is the primary communication tool used by the RMT between meetings.

Each team member is responsible for:

1. Maintaining contact with appropriate staff members at International Headquarters.
2. Maintaining comprehensive records and forwarding materials to successor.
3. Training her successor.
4. Appointing staff to assist with the implementation of responsibilities as needed.
5. Managing financial issues regarding regional monies, budgets and expense reimbursements.
 - a. Notifying of and submitting monies collected for the Region to the Finance Coordinator (FC) within five business days of receipt. Notifying FC of said collections promptly.
 - b. Submitting all reimbursements to the Finance Coordinator no later 60 days after the meeting or event. Any submissions received after this will not be reimbursed and will be considered a donation to the Region.
 - i. Having team staff/volunteers submit reimbursement form(s) for a Coordinator's approval no later than 30 days after the meeting or event.
 - c. Managing the budget for a respective team.
 - d. Pre-approving any unbudgeted expenditure exceeding \$100.
6. Preparing reports as requested by the RMT.
7. Providing budget recommendations as requested by the Finance Coordinator.

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TEAM COORDINATOR

Regional Appointment

1. Develops and maintains relationships with:
Regional Management Team
Chapter Administrative Leaders
2. Facilitates the meetings of the Regional Management Team.
3. Coordinates the agenda for Regional Management Team meeting with input from other members of the team.
4. Oversees approval of all chapter standing rules.
5. Oversees review of regional standing rules and job descriptions and makes recommendations for necessary revisions.
6. Reviews Minutes and Action Items provided by regional secretary and makes corrections and distributes to the team.
7. Oversees Apprentice Program for Region.
8. Oversees election/appointment process.

Bylaws & Rules Chair

1. Reviews and revises regional standing rules as needed.
2. Presents regional standing rules to Team Coordinator for RMT approval.
3. Provides copies of regional standing rules to all team members, chorus and prospective team coordinators/presidents, and chorus bylaws and rules chair.
4. Sends regional standing rules to International for approval.
5. Reviews chorus standing rules.

Strategic Planning Chair

1. Conducts a regional strategic planning meeting on an annual basis.
2. Tracks and monitors the region's strategic plan throughout the year.
3. Provides feedback and possible training to choruses implementing a strategic plan (goal setting as well).

Regional Calendar Chair

1. Maintains the regional calendar of activities.
2. Distributes calendar to Web Site Administrator and official regional newsletter editor for publication.

Apprentice Program

This regional program is designed to teach Apprentices about the Regional Management Team and the various coordinator positions within the RMT. Allows the RMT to see what it is like to work with these individuals and whether they will make good leaders for the region and allows the RMT to find out their talents before actually appointing them or having them run for a particular position. Allows the Apprentices to determine if they truly want to be on the RMT and whether they are suitable for a position.

An Apprentice is expected to:

1. Attend all RMT meetings, receive and read all e-mails, and accept various duties needed by the RMT. This could be a chair position for the region, or a one-time only job.
 - a) If an Apprentice must miss a Regional Management Team meeting once, she must notify the team coordinator.
 - b) If she must miss a second meeting within the fiscal year, her resignation is expected at the same time.
2. Attend each regional weekend and/or any RMT approved regional training by Sweet Adelines International (SAI) that occurs within the region.
3. Have e-mail since this is the main communication tool of the RMT between meetings.
4. Be a member in good standing with SAI, the region and her chorus.

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5. Participate in RMT meeting discussions. Their points of view and perspectives will be welcomed by the team, but are not a part of consensus or decision making until they are on the RMT. Also, they might be requested to leave the meeting if a sensitive subject is discussed.
6. Participate in e-mail discussions, but are not a part of e-mail consensus.

Apprentices are not guaranteed a position nor are the Apprentices obligated to take positions in the future.

The term of an Apprentice is one fiscal year. It will start on May 1st and end April 30th. They may re-apply or be appointed by the RMT for another year if both parties are agreeable. The term may be changed by consensus of the RMT or by resignation of the Apprentice.

Two is the recommended number of Apprentices per fiscal year with a maximum of four. The amount will depend on circumstances year to year.

Nominating Committee

The Regional Management Team appoints a Nominating Committee in January prior to the fiscal year in which the elections/appointments will take place. The Nominating Committee will consist of one member of the RMT and two members from the membership at large. The RMT will designate one of these members as Chair of the Committee.

Regional Secretary

1. Distributes copies of minutes to the Meetings and Corporate Services Department at International Headquarters.
2. Prepares highlights of the Regional Management Team meeting for inclusion in the next issue of the official publication.
3. Maintains the official Minutes Book of the region, including a copy of the agenda and all reports.
4. Updates the Corporate Minutes Book of Atlantic-Gulf Region #9, at the beginning of the fiscal year with a copy of the minutes from the Election Meeting and current copies of regional bylaws and standing rules.
5. Develops and maintains relationships with:
Regional Management Team
6. Prepares reports as requested by the Team Coordinator.
7. Prepares budget recommendations as requested by the Team Coordinator.
8. Prepares a draft copy of the Minutes of the Meeting of the Regional Management Team, submits it to the Team Coordinator for approval, and prepares a final copy for inclusion in permanent record.
9. At the direction of the Team Coordinator, prepares and distributes by special mailing, all mail votes required of the Regional Management Team, receives and tallies mail votes, and prepares the motion and results of the votes to be ratified at the next regular meeting of the Regional Management Team, the report to include only the final result of the vote and not the actual breakdown of the vote.
10. Conducts all correspondence on behalf of the Regional Management Team as requested.
11. Maintains a list of all manuals belonging to the region and order additional copies as required.

Leadership Development Chair

1. Maintains database from Regional S.K.A.P. (Skills Knowledge Assessment Profile) and applications for Regional Management Team positions.
2. Provides reports as requested for purposes of identifying new talent and/or committee members.
3. Coordinates with International's database.

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COMMUNICATIONS COORDINATOR

Regional Appointment

1. Develops and maintains relationships with:
 - Regional Management Team
 - Standing Committee Chairs
 - Chapter Contacts
 - Quartet Contacts
 - Competition Coordinator
 - Chair of Regional Convention
2. Receives communications from the International organization and distributes to the region.
3. Oversees the regional databases.
4. Is responsible for regional Web site and database design, implementation and maintenance, with input from the Marketing Coordinator.
5. In consultation with the RMT, prepares and submits to any reports required to the Meetings and Corporate Services Department at International Headquarters by established deadline.
6. Oversees the production and distribution of regional publications such as newsletters and membership directories.
7. Oversees printing and duplicating services.
8. Obtains specifically designated name badges to be furnished by the region for all regional management team members and appropriate staff. Purchases a supply of regional stationery and envelopes and makes these available to team members and committee chairs at all meetings of the Regional Management Team.
9. Copies materials in the necessary quantities for distribution.
10. Maintains up-to-date mailing lists.
11. Maintains the Chapter Mail Box with folders for each Regional Team Member, Competition Coordinator, Standing Committee Chair, Faculty, Chapter, Prospective Chapter, paid Chapter at Large (CAL) member and Registered Quartet.
12. Makes the Chapter Mail Box available at all regional functions during all hours that the Ways & Means Sales Room is open. During Convention, mailboxes should be available in the Assistance Chorus HQ area.
13. Mails any items that are left in the Chapter Mail Boxes at the close of the regional function, with the exception of publicity flyers placed in the boxes by chapters, quartets or individuals.

Bulletin Editor

1. Prepares reports for Communications Coordinator as requested.
2. Prepares budget recommendations for Communications Coordinator as requested.
3. Publishes the official newsletter and other publications for the region.
4. The official newsletter publication shall be distributed as determined by the Regional Management Team.
5. Submits proposals to the Regional Management Team for changes in format.
6. Deadlines for the receipt of materials to be published are established by the Editor.
7. The intent of the newsletter is distribution of information and educational material to the general membership. Articles in the publication include, but are not limited to, recognition of competition medalists; information from the Regional Management Team including a synopsis of the minutes of the last team meeting; information and/or education materials from the Education Coordinator including applications for regional music schools open to the general membership; articles from chapters regarding their activities; and the regional calendar of events including schedules of chapter shows. Publication will also contain names and e-mail addresses of the Management Team, International Appointees and Standing Committee Chairs.
8. The Fall issue of the official publication will contain pictures of competition finalists, medalists, and a group photo of the Regional Management Team.

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COMMUNICATIONS COORDINATOR (cont'd)

9. The format of the official newsletter publication is subject to approval by the Regional Management Team.

Advertising is available in the Nine-on-Line and Region 9 website, with preference given to Region #9 chapters/quartets. No advertising that may be construed as having a political or religious orientation will be accepted. See the Financial Addendum for rates and fees.

Database Chair

1. Maintains up-to-date mailing lists and other regional databases.
2. Provides updates of the information in the Chapter Directory to all appropriate individuals.
3. The directory contains, but is not limited to, names, addresses, phone numbers and functions of all Regional administrative and musical leaders; the meeting times/places, directors officers and committee chairs of all Region #9 chapters and prospective chapters; chapter show clearance forms; requests for Certificates of Insurance; and any other information deemed necessary.
4. Publishes the Chapter Directory at the beginning of the new fiscal year and updates it as needed. The purpose of the publications is for the use of Sweet Adelines only and is NOT FOR SALE OR DISTRIBUTION to any non-member of the organization.

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DIRECTORS COORDINATOR (DC)

(Elected by the Directors of the Region)

1. Develops and maintains relationships with:
Regional Management Team
Directors of the Region
2. Represents the interests of the regional directors on the Regional Management Team.
3. Is responsible for planning and facilitating meetings with the region's Directors and providing forums as appropriate.
4. Communicates Directors' needs and the needs of their chapters to the Education Coordinator.
5. Coordinates the Regional Director Mentoring Program.
6. Appoints DCP Coordinator who administers the program within the region. Works with Education Coordinator to develop and provide classes if necessary.

Director Certification Program Chair

1. Handles paperwork associated with the DCP program.
2. Coordinates testing at regional events for the DCP program.

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EDUCATION COORDINATOR **International Appointment**

1. Develops and maintains relationships with:
Regional Management Team
Chair of the Regional Convention
Regional Quartets
2. Provides annual musical and leadership education training for the Regional Faculty.
3. Maintains/submits a five year plan document to the Communication Coordinator for the end of year report provided to Sweet Adelines International.
4. Develops a plan, in conjunction with the Membership Coordinator, for maintaining the integrity of the musical product and the administrative processes of prospective chapters and chapters in revitalization.
5. Selects and plans training for the regional faculty, determines their status as faculty, evaluates their performance, and makes promotions if appropriate.
6. Invites faculty and coordinates with the Events Coordinator to provide for their needs during educational functions.

Musical Education Development

1. Plans the musical education programs for the region.
2. Coordinates the faculty for regional meetings and training activities in the region.
3. Works with choruses requiring or requesting musical coaching and assistance.
4. Works with choruses and prospective chapters for approval of public performances.
5. Establishes an audition program for Chapter-at-Large (CAL) quartets.
6. Works with the Arranger Coordinator to promote training and home study programs.
7. Provides biannual training for quartets, chorus directors and music staffs.
8. Establishes long-range plans and goals to determine the musical education needs of the membership with the help of the Education Steering Committee and/or faculty members.

Leadership Education Development

1. Plans and executes the leadership development and administrative education classes for the region.
2. Establishes long-range plans and goals to determine the administrative education needs of the membership with the help of the Education Steering Committee and/or faculty members.
3. Provides leadership classes for the regional meetings or other educational events. Classes may be taught by the International faculty contracted for that purpose or taught by the regional faculty.
4. Provides biannual training for chorus management teams/board of directors.

Committees

The Education Coordinator appoints Chairs for the following committees:

1. Arranging Chair - Teaches arranging classes at the Regional education meetings and oversees the Arranging At Home Program.
2. Coaching Chair – Schedules faculty to deliver PVIs, PDIs, and quartet coaching at the Regional education meetings. Coordinates chorus and quartet coaching throughout the year.
3. Quartet Promotions - Oversees programs to promote quartet singing in the Region and runs the Quartet Connection during regional events.
 - a. Top Hat Club/champions club liaison.
4. Regional Music Selection – Assigns faculty members to conduct vocal warm-ups at the Regional education meetings and/or direct the performance of songs during Regional education meetings.
5. Showmanship Specialist – Facilitates a meeting for the choreographers at the Regional education meetings. Recommends showmanship specialists to teach classes at Regional education meetings.
6. Star Chorus Director –Teaches music selected by the EC to the Star Chorus. Directs the Star Chorus rehearsals and performances during the Regional education meetings.

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EDUCATION COORDINATOR (cont'd)

7. Education Steering Committee – A team appointed by the Education Coordinator to help with long-range planning.

Youth Activities Chair

1. Youth Workshop Coordinator – coordinates and selects the teaching faculty and quartets for the music festivals held in conjunction with the district Barbershop Harmony Society.
2. Appoints YWIH Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.
3. Rising Star Coordinator – coordinates activities for Regional Rising Star activities.

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EVENTS COORDINATOR Regional Appointment

A. ALL MEETINGS

Events Coordinator (EVC)

1. Develops and maintains relationships with:
Regional Management Team
2. Oversees the work of the Chair of the Regional Convention (CRC), Winter Regional Meeting (WRM) Chair, and chair of other educational events.
3. With the Chair of the Regional Convention, investigates venues for convention. Makes recommendations to the Regional Management Team (RMT) for approval of sites.
4. With the Winter Regional Meeting Chair, investigates venues for the meeting. Makes recommendations to the Regional Management Team for approval of sites.
5. Obtains venue for RMT meetings and other special events. Makes recommendations to the RMT for approval of sites and facilities.
6. Maintains a permanent file of site inspections.
7. Forwards contracts to Finance Coordinator for legal review and signature.
8. Works with Marketing Coordinator to advertise meetings.
9. Ensures that the supply kit for the registration table is stocked with stapler, staples, scissors, pens, pencils, markers, tape & dispenser, push pins, card stock for signs, etc. and re-stocked after each meeting.
10. Obtains completed evaluation forms. Prepares compilation of comments for distribution to RMT members and Events staff.
11. Submits a final written report to the RMT following regional meetings and educational events.

Riser Chair

1. Arranges for storage space for regional risers and equipment/supplies and handles on-time payment of rental fees as required.
2. Transports, sets up and breaks down risers when required.
3. Brings needed equipment and supplies from the storage space as required.

B. REGIONAL CONVENTION

Chair of the Regional Convention

1. Oversees the work of the committee as defined in the *Guidelines for Regional Convention*.
2. Coordinates, with the Competition Coordinator, the time and order of presentation of the following awards (those which cannot be presented during the competition sessions):
 - a) Novice Quartet Award – goes to the quartet made up of no more than two members who have previously competed in a regional or international quartet competition, has earned a minimum score of 400, and has earned the highest number of points among qualified quartets.
 - b) Deena Tanenblatt Showmanship Trophy – goes to the chorus that earned the highest showmanship score.
 - c) Any other regional awards/recognitions as determined by the Regional Management Team.

Awards Chair

1. Purchases/orders the following awards to be presented at the Regional Convention:
 - a) Director of champion chorus trophy (no less than 12" high)
 - b) First place quartet trophies - four (no less than 12")
 - c) Novice quartet trophies – four (no more than 6" high)
 - d) Replacement plaques (given by International or the Region) when the prior one is filled.

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EVENTS COORDINATOR (cont'd)

2. Obtains from the previous year's winners:
 - a) Regional chorus champion traveling plaque (provided by International)
 - b) Cec Gove Most Improved Chorus traveling plaque
 - c) First place Division A chorus traveling plaque
 - d) First place Division AA chorus traveling plaque
 - e) Deena Tanenblatt Showmanship trophy
3. Instructs award winners to forward the bill for engraving to the CRC for payment.
4. Retires traveling plaques when all spaces have been filled by presenting the plaque to the chorus whose name appears the most times on the plaque.
5. Coordinates appropriate recognition (provided by International) for all competing chorus directors to be presented at the end of the chorus competition. In addition, provide certificates of achievement (prepared by the Marketing Coordinator) to non-competing directors during director recognition.

Assistance Chapter

The Assistance Chapter is the current Regional Champion Chorus and is invited by the CRC to act in this capacity. In the event this chapter declines the invitation, the Convention Steering Committee will select a qualified alternate chorus or the committee will act in this capacity.

C. WINTER REGIONAL MEETING

Winter Regional Meeting Chair

1. Contacts and inspects hotels for use as a site for the Winter Regional Meeting. Involves other regional personnel in inspections, as appropriate.
2. Negotiates contracts and sends them to the Events Coordinator for final approval and further forwarding to the Finance Coordinator for signature.
3. Obtains and provides the Education Coordinator with layout information for the hotel's meeting space and information regarding maximum occupancy for each room.
4. Allocates meeting space according to the schedule provided by the Education Coordinator.
5. Sets up a Master Account with the hotel and blocks function rooms as soon as possible. Provides hotel staff with room set-up requirements for all classes. Acts as the liaison with hotel staff during the meeting.
6. Block space required for registration, boutique, show ticket sales, etc. Includes separate table for badge holder sales, mail boxes, etc. Requests two (2) easels for the registration area (one for PVI schedule and one for cork board used for announcements).
7. Provides class schedules to the Volunteer Chair in a timely manner so that volunteers can be scheduled.
8. Determines any needs for meals or special catered events or breaks. Determines menu and pricing with the hotel and communicate any food guarantees.
9. Negotiates with the hotel for any audio/visual equipment required that is not owned by the region or obtained from an outside source. Makes arrangements for any audio/visual services provided from an outside source.
10. Prepares required signs.
11. Schedules a pre-con meeting with the hotel for last-minute Banquet Event Order (BEO) check and post-con meeting to discuss the hotel's performance and to review the billing. As a minimum, the Events Coordinator, Finance Coordinator, Education Coordinator, and Housing Chair should be invited to these meetings.
12. Prepares a final class schedule for the meeting and brings a sufficient quantity of the schedule for distribution to attendees.

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EVENTS COORDINATOR (cont'd)

13. Works with the Finance Coordinator and Events staff to prepare a post-meeting report detailing the number of paid attendees, the number of comp registrations used, the number of sleeping rooms used, the number of complimentary sleeping rooms used, hotel costs associated with the meeting, guest faculty fees and expenses, and any other regional expenses associated with the meeting. When complete, forward the report to the Events Coordinator.

Registration Chair

1. Prepares the registration form for posting on the regional web site and distributes it to chapters and CAL members.
2. Receives registrations and prepares spread sheets for use in preparing badges.
3. Badges should contain the theme of the weekend, the chorus (or CAL) of the member, the name of the member (first name predominate) and any titles.
4. Prepares special badges for International Faculty.
5. Blank badges should be provided that show only the theme of the weekend for on-site registrations.
6. Beginning 60 days prior to the meeting, periodically advises the event staff and RMT members of the number of registrations received.
7. Provides colored copies of a registration form for on-site registration use with only the fee required for LATE and GUEST registration shown.
8. Provides a bank of \$100 for use by registration, a bank of \$50 for use by the volunteer selling badge holders (if necessary), and a bank of \$100 for ticket sales at the door for the regional show.
9. Designates one person at the registration desk to handle all monies.
10. Arranges for transfer of monies collected during the meeting to the Finance Coordinator at the end of the meeting.
11. Assists as needed at the registration desk.
12. Assures that Registration materials are ready and the desk staffed one-half hour before the posted opening.
13. Submits a written report to the Winter Regional Meeting Chair that provides the registrations numbers purchased by guests and members (on-time, late, on-site).

Housing Chair

1. Receives a copy of the hotel contract and any correspondence pertaining to sleeping rooms for the regional meeting.
2. Works with the Winter Regional Meeting Chair, to determine the best use of complimentary sleeping rooms and any rooms to be charged to the master account (with appropriate notation regarding incidentals).
3. Prepares the housing form for posting on the regional web site and distributes to chapters and CAL members. Ensures that proper dates have been included and the correct hotel sales/tourist tax rate has been included in the cost of rooms.
4. Receives housing information and prepares the spread sheets.
5. Beginning 60 days prior to the meeting, periodically advises the Winter Regional Meeting Chair and RMT members of the number of sleeping rooms reserved in order to ensure that "room night" requirements are being met.
6. Supplies the hotel, by the date specified in the contract, with the required, complete list of number/type of rooms, names of roommates, arrival/departure dates for each room, and credit card information.
7. Provides on-site assistance in the lobby near the hotel registration desk to resolve problems with check-in and check-out.
8. Attends pre-con and post-con meetings with the hotel.
9. Keeps all records pertaining to hotel registrations until the final settlement has been made with the hotel.

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EVENTS COORDINATOR (cont'd)

10. Submits a written report to the Winter Regional Meeting Chair containing the number of rooms purchased each night.

Volunteer Chair

1. Obtains volunteers to staff the registration table, assist with badge holder sales, assist with the regional boutique, monitor classes and distribute handouts, assist with the regional show, and assist in any way requested by other RMT members or event staff.
2. Determines the deadline for the regional bulletin and provides an article soliciting volunteers (as needed).
3. Prepare volunteer solicitation letters for the Chapter Coordinator and CAL Liaison for distribution to all chapters and CAL members, as needed.
4. Obtains class schedule from the Education Coordinator and the hours of operation for the boutique from the Boutique Manager.
5. Assigns volunteers, informs them that their registration fees are waived and provides a schedule of assigned work hours and areas where they will work.
6. Provides a volunteer schedule to the Winter Regional Meeting Chair, the Registration Chair, RMT members and the Boutique Manager.
7. Submits a list for waiving of registration fees to the Registration Chair.
8. Monitors activities of the volunteers and assists where necessary.
9. Coordinates with Education Coordinator about airport transportation arrangements for International Faculty. If necessary arranges for pick-up and drop-off at the airport. Obtains cell phone number(s), flight schedules, etc. from the Education Coordinator. Makes sure the transportation volunteer's car is clean and uncluttered.
10. Writes thank you notes to all volunteers after the weekend.

Logistics Chair

1. Arranges for copies of handouts for International Faculty and use during the weekend.
2. Ensures all audio/visual equipment and risers are set in accordance with the requirements of the International and Regional Faculty.
3. Acts as technical coordinator for the show, which includes staging and lighting requirements. Works with the Winter Regional Meeting Chair to obtain lighting, sound and staging equipment from the hotel or outside audio/visual suppliers. Trains volunteers in the use of equipment, if necessary.
4. Works with the Regional Meeting Chair to obtain staging and audio equipment for CDs for competitors for the Rising Star contest. Assigns the Rising Star Coordinator to obtain video equipment and an operator, if necessary.
5. Makes riser arrangements. Arranges with Riser Chair to bring equipment and supplies from the storage space, as needed.
6. Prepares and distributes a list of cell phone numbers for the event staff, the Education Coordinator, the Finance Coordinator, International Faculty and others, as needed. Includes contact information for hotel personnel.
7. Prepares an evaluation form and provides copies for distribution. Provides an appropriate container to collect evaluation forms. Gives collected forms to Events Coordinator.
8. Obtains a hospitality basket for International Faculty room(s) if not provided by the hotel. Obtain hospitality needs from the Education Coordinator.

Regional Show Chair

1. Invites performers (with reply deadline) after consulting the Education Coordinator.
2. Prepares the order of appearance, traffic pattern and schedule based on input from performers and in coordination with the Education Coordinator.
3. Informs confirmed performers of the order of appearance, traffic pattern and schedule.
4. Supervises the backstage/warm-up room(s) as necessary.

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EVENTS COORDINATOR (cont'd)

5. Coordinates with the Volunteer Chair for volunteer help (backstage, room set-up, ticket sales, etc.).
6. Provides for selling of show tickets to the public. Obtains the \$100 bank from the Registration Chair and returns it at the end of the show. Gives ticket sales money to the Finance Coordinator in a separate envelope.
7. Provides reserved seating, as appropriate, for regional, international, and other VIPs.
8. Obtains emcee(s) for the show.
9. Provide the show schedule to the emcee and technical personnel.
10. Assists the Logistics Chair with A/V equipment required for the show, as needed.

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FINANCE COORDINATOR **Regional Appointment**

1. Develops and maintains relationships with:
 - Regional Management Team
 - Chapter Treasurers/Finance Coordinators
 - Standing Committee Chairs
 - CAL Coordinator
 - Regional Auditor
2. Prepares and submits the annual budget for the region for the approval of the RMT using input from regional team coordinators.
3. Manages bank accounts and investments and keeps accurate, current records of all financial transactions.
4. Holds the sole authority to sign contracts on behalf of the region.
5. Participates in long-range financial planning.
6. Reports on the region's financial condition at meetings of the RMT and prepares an annual financial statement for the appropriate staff members at International headquarters.
7. Submits accounting records at the close of the fiscal year to a qualified person(s) selected by the RMT for examination or audit.
8. Provides advice to and training for chorus treasurers; serves as a resource to choruses about financial questions.
9. Meets with the All Events (AE) Chair during the Regional Convention at conclusion of each event or each competition session, or during intermissions (as determined by the AE), to arrange for safe and secure collection and delivery of all cash receipts.
10. Takes part in or arranges for the presentation of the checks for the International Sponsorship Awards.
11. Prepares and submits the necessary tax returns at the end of each fiscal year in a timely manner.
12. Serves as the Chair of the Finance Committee which includes the following positions/chairs: Budget, Bookkeeper, Grants and Funding, Insurance, and Ways and Means.
13. Performs the duties of Chair of the Budget Committee.
14. Determines authorized signers of Regional accounts in conjunction with the RMT.
15. Acquires debit cards for team leaders to use for regional expenses as necessary.
16. Is responsible for receipt of all funds paid to the region and the issuance of all payments by the region.
17. Is responsible for providing regional sales tax exemption information to all regional vendors.
18. Coordinates Ways and Means (non-dues income) projects.
19. Provides financial information necessary to complete applications for corporate gifts/grants.
20. Bills and receives CAL member regional assessment payments (or delegates this activity).

Budget Chair

1. Requests proposed budget information from the RMT by a stated deadline.
2. Invites members to serve on the Budget Committee including, but not limited to, the Education Coordinator, Finance Coordinator, Membership Coordinator, Marketing Coordinator, Events Coordinator and CRC.
3. Prepares preliminary budget worksheets and meets with the committee in the fall to prepare a proposed budget for the next fiscal year.
4. Distributes the proposed budget to team members at least six weeks prior to the next RMT meeting with accompanying assumptions.
5. Presents the proposed budget at the next RMT meeting which must be adopted as presented or amended before the beginning of the next fiscal year.
6. Works with the RMT to meet changing needs of the region, by modifying the adopted budget at any regular RMT meeting or by consensus via mail, fax, e-mail or conference call (for modifications of less than \$500.00).

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FINANCE COORDINATOR (cont'd)

Bookkeeper

1. Drafts a memo at the beginning of each fiscal year to clarify procedures for disbursements; arranges for a memo to be distributed to all Regional musical and administrative leaders.
2. Presents a motion at the beginning of each fiscal year designating the final signer on regional disbursement checks; consults with the FC about this motion.
3. Reconciles the bank accounts on a monthly basis.
4. Receives requests for disbursements, checks their accuracy, and prepares checks as required.
5. Prepares financial statements based on the closing of the month immediately preceding the RMT meeting; provides copies for review by each Coordinator prior to the meeting.
6. Prepares financial statements for each regional educational function within 90 days of the event; distributes these reports all RMT members.
7. Keeps records of expenditures by budget line item and notifies the appropriate Coordinator of possible over-budget situations.
8. Reconciles regional assessments with payment from the choruses.
9. Keeps a record of assessment payments and bills chapters in arrears.
10. Informs the CRC and CC prior to the annual Regional Competition of any members who have not paid their regional assessments, including any CAL members competing with their quartets.
11. Submits books of accounts for audit at the close of each fiscal year, or as requested by the RMT.
12. Posts any gains or losses to the Education Cash Reserve on the Financial Statements.
13. Pay expenses if the bookkeeper is responsible for this activity. Should an expense exceed the budgeted amount in that line item, the bookkeeper makes payment so long as the total does not exceed the budgeted amount for that category. Should payment result in an amount over the budgeted total, the expense should not be paid until the RMT makes revisions to the adopted budget.

Grants and Funding Chair

Prepares or delegates preparation of written requests to benevolent organizations for the purchase of educational fixed assets (i.e., computers, fax machines, riser shells, and public address systems) or the underwriting of an educational music program. In connection with Regional meetings and annual convention/competition, investigates availability and makes application for tourism grants.

Insurance Coordinator

1. Oversees COMMERCIAL LIABILITY: this coverage is mandatory and provided through Sweet Adelines International, which bills the region annually. This is a liability policy covering the public attending Sweet Adelines' functions. It does not cover Sweet Adeline members.
2. Oversees REGIONAL FIDELITY BOND: this bond, through Sihle Insurance Group, Inc. in Altamonte Springs, Florida, is a blanket dishonesty bond covering all members of the Regional Management Team. The region is billed annually.
3. Oversees Chapter Treasurers'/Finance Coordinator's FIDELITY BOND: this bond, through Sihle Insurance Services in Altamonte Springs, Florida, is a blanket bond covering all persons authorized to handle chapter funds of all participating chapters in the region. The coordinator surveys the chapters at the beginning of each fiscal year regarding their participation in this insurance. Prospective chapters are not eligible until they are chartered, at which time they are notified of this insurance coverage and asked if they wish to participate. The annual premium is paid by the region and billed equally among the participating chapters.
4. Notifies chartered chapters just before the onset of the new fiscal year that they must participate in the Chapter Treasurers'/Finance Coordinator's Fidelity Bond, then bills each chorus for its appropriate share of the cost.

REGIONAL JOB DESCRIPTION ADDENDUM

FINANCE COORDINATOR (cont'd)

5. Receives, approves for payment and remits premium notices concerning the above policies to the regional bookkeeper for payment.
6. Obtains certificates of insurance as needed, when directed by the CRC, site chair or Regional Meeting Coordinator.
7. Is familiar with all liability coverage, in order to be of assistance to choruses and the RMT.

Ways and Means Chair

The Region offers items for sale, at a Ways and Means table, at most regional functions as a means of raising additional educational funds for the Region. The Regional Ways and Means sales items take precedence over all items offered for sale by eligible chapters/quartets. Free sales space may not exceed one six-foot table, as space allows. If space is limited, the Regional Ways and Means table takes precedence, and others will be offered the balance of the remaining space. The RMT reserves the right to refuse space to any group or vendor.

1. Purchases inventory from any appropriate source, which may include taking items on consignment - the resulting unsold items are to be returned to the provider.
2. Plans the hours of the sales room and staffing for the regional sales table at the Winter Regional Meeting, the Regional Convention and any other regional function, as directed by the RMT.
3. Handles the funds for the sales table and remits them and a financial statement for the event at the end of the function to the Regional Finance Coordinator.
4. Approves all Ways and Means projects of choruses and quartets eligible to participate in the sales room; eligibility for free sales tables to be determined as follows:
 - Chapters eligible to compete at International - this includes the current Regional Champion Chorus, the Immediate Past Regional Champion Chorus, wildcard choruses and Harmony Classic competitors who are eligible to go to International. Any chorus that has decided not to compete at International may not have a free sales table.
 - Quartets eligible to compete at International and are planning to do so. This may include the current champions, any quartet eligible as a result of placing two through fifteen the preceding year, wildcard selections, as well as Rising Star quartets.
 - Queens of Harmony offering items for sale including Queens of Harmony attending the meeting as faculty.
 - All other Choruses, including outside vendors will be offered space, if available.
5. Plans and manages a sales table for the Harmony Bazaar at International Convention when so directed by the RMT.
6. Reviews applications from eligible groups wishing to hold raffles at regional functions under the following guidelines:
 - Eligibility to hold raffles at regional events follows the same guidelines as those eligible to compete at International.
 - Entities that wish to hold raffles must submit applications and prove that holding the raffle in a particular city, county and state does not violate applicable laws.
 - Permission will be granted by the RMT once compliance has been established.
7. Provides an inventory and financial report to the RMT.

REGIONAL JOB DESCRIPTION ADDENDUM

MARKETING COORDINATOR

Regional Appointment

1. Develops and maintains relationships with:
 - Regional Management Team
 - Chapter Marketing Chairs
 - Chair of Regional Convention
 - Database Administrator
2. Develops and implements a marketing strategy for Region 9.
3. Assists chapters with marketing needs and the use of collateral marketing materials from the Sweet Adelines International website.
4. Serves as the primary media contact and media liaison for the Region.
5. Designs and implements internal and external public relations and marketing campaigns.
6. Approves the use of Region 9 logos; provides advice and assistance on organizational and chapter logo usage.
7. Designs and develops regional advertising.
8. Assists chapters with fundraising and grant writing.
9. Works with the Webmaster concerning the look and feel of the Region 9 website; organizes website content.
10. Works with the Membership Coordinator to design materials for membership retention and recruitment.
11. Works with the Education Coordinator to design materials to promote educational events and opportunities.
12. Works with the Events Coordinator and committees to design materials to promote Regional events, advertise Regional initiatives, and inform members of regional activities.
13. Provides marketing support to all Regional committees and events as requested by coordinators and chairs.
14. Creates regional marketing collateral.
15. Provides support to the Region in:
 - Public relations
 - Marketing
 - Usage of corporate logos
 - Advertising and promotion
 - Photography usage
 - Printing and print outsourcing
 - Convention and event advertising
 - Media relations

REGIONAL JOB DESCRIPTION ADDENDUM

MEMBERSHIP COORDINATOR

Elected

1. Develops and maintains relationships with:
Regional Management Team
Chapter Membership Chairs
2. Communicates issues from presidents/team leaders and chorus needs/issues to the Regional Management Team.
3. Instills in the members of this region an awareness of their relationship to the organization, to the region, and to other choruses.
4. Develops a plan, in conjunction with the Education Coordinator, for maintaining the integrity of the musical product and administrative processes of prospective chapters and chapters in revitalization.
5. Plans and implements programs in the areas of membership growth and retention.
6. Works in coordination with Marketing Coordinator on membership growth and retention plans.
7. Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs.
8. Guides prospective chapters through the Steps Toward Chartering program.
9. Assists chapters in revitalization with growth and retention programs.
10. Develops support staff to assist in the planning and implementation of activities such as:
Steps Toward Chartering
Membership Recruitment
Membership Retention
11. Administers the Membership Growth Award Program as applicable.

CAL Coordinator

1. Maintains contact with chapter-at-large (CAL) members to provide relevant news and to ensure their inclusion in regional events, products and programs.
2. Invoices CAL members for regional assessment; collects and submits to Finance Coordinator.

Chapter Coordinator

1. Develops and maintains relationships with chapter presidents and team leaders.
2. Maintains regular contact with chorus team leaders to assess chorus needs.
3. Is responsible for planning and facilitating meetings with the presidents/team leaders and providing forums as appropriate.
4. Provides reports as requested by the Membership Coordinator.
5. Prepares budget requests for Regional Management Team.
6. Establishes an e-mail mailbox for chorus presidents/team leaders and chorus official e-mail contacts; forwards communications received from other regional team members appropriately.

Awards and Recognition Chair

1. Administers membership growth and retention award program as applicable.
2. Is responsible for purchasing and presenting gifts to choruses that have been chartered for 25 years or longer; gifts are to be presented at five-year intervals.
3. Coordinates pep rally at International convention; assigns an on-site person and orders support ribbons based on the results of the survey of Region 9 choruses/CAL.
4. Is responsible for purchasing and presenting gifts to members that have achieved their fifty-year anniversary with SAI.