

# Golden West Region 21

## Regional Standing Rules



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## REGIONAL STANDING RULES

### Section I – Regional Management Team (RMT)

- A. Term of office, election and appointment (see Standard Form Regional Bylaws, Article IV, Sections 1 and 2).
- B. Time served completing an unexpired term will not be included as part of the three consecutive two year terms as defined in the Standard Form Regional Bylaws, Article IV Section 1.
- C. Removal from Office (see Standard Form Regional Bylaws, Article VI).

### Section II – Regional Management Team Meetings (RMT) (see Standard Form Regional Bylaws, Article III, Sections 3,4,5,6,7).

- A. Regular meetings of the Regional Management Team (RMT) shall be held as closely as possible to the times stated in the Standard Form Regional Bylaws, Article IV, Section 3, with assistance from the Events Coordinator for meeting sites.
- B. Special meetings of the RMT may be called as described in the Standard Form Regional Bylaws Article IV, Section 4.
- C. Attendance Requirements of the Regional Management Team (RMT)
  - 1. Each RMT member is expected to be in attendance at each RMT meeting.
  - 2. Any RMT member absent from two (2) meetings in one fiscal year, regardless of cause, shall be expected to tender her resignation.
  - 3. If an RMT member has prior knowledge that she will be absent from the second (2<sup>nd</sup>) meeting, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
  - 4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.
- D. Action In Lieu of Meeting (see Standard Form Regional Bylaws, Article IV, Section 5).
- E. Vacancies (see Standard Form Regional Bylaws, Article IV, Section 6).
- F. Quorum (see Standard Form Regional Bylaws, Article IV, Section 7).
- G. Standing committee chairs who are not serving on the RMT will be invited and funded to attend RMT meetings only if their presence is deemed necessary for the conducting of regional business pertaining to their committee.

### Section III – Duties and Job Descriptions (see Standard Form Regional Bylaws, Article V; the *Sweet Adelines International Corporation Policy Book*, Section VII, Div. A, 1-8; the *Regional Management Team Handbook*, and Addendum #1: Golden West Region 21 Job Descriptions).

### Section IV – Committees

- A. Standing Committees/Appointments/Chairs/Replacements (see Standard Form Regional Bylaws, Article VII, Section 1)
- B. Duties of Standing Committee Chairs (see Golden West Region 21 Job Descriptions).

- C. Special Committees (see Standard Form Regional Bylaws, Article VII, Section 2).
- D. Nominating Committee (see Standard Form Regional Bylaws, Article VII, Section 3, and the Regional Management Team Handbook, Chapter 11).

## **Section V – Finances**

### **A. Income**

- 1. Regional Assessment
  - a. The annual assessment shall be determined by the RMT prior to May 1 of each year to go into effect the following fiscal year.
  - b. Chapters
    - i. Each Chapter shall be assessed the total annual amount of the regional assessment for each member as billed by Sweet Adelines International (SAI) on the anniversary month of membership.
    - ii. The chapter treasurer will copy the invoice that is provided by SAI, with any notations or corrections, and forward the total annual amount of the regional assessment to the Regional Finance Coordinator by the due date as specified on the SAI invoice.
    - iii. Both SAI and Region 21 collect payment in advance of the membership year.
    - iv. Assessments are non-refundable, but may be applied toward the individual's Region 21 Chapter-at-Large (CAL) membership if transferring from a Region 21 chapter.
    - v. A penalty of twenty-five dollars (\$25) per month may be assessed to any chapter that fails to comply with appropriate payment procedures.
  - c. Chapter-At-Large (CAL)
    - i. Region 21 Chapter-at-Large (CAL) members will be assessed an annual amount that is \$10 more than chapter members.
    - ii. CAL members transferring from a Region 21 chorus will be invoiced the additional \$10 upon transfer.
    - iii. CAL members transferring from a chorus outside of Region 21 will be invoiced the total annual amount upon transfer.
    - iv. Notice of Regional Renewal Assessment will be sent to coincide with the member's SAI renewal date.
    - v. CAL members who do not remit payment within 30 days of their due date are subject to removal from Region 21 CAL membership.
    - vi. CAL members in good standing with the region will receive mailings from the region, may attend events at member rates, hold positions and offices at the regional level, and may vote in regional elections in addition to the right to vote in International elections and to compete with a registered quartet.
- 2. Regional Convention Registrations – All Events Tickets (AET) and Single Event Tickets (SET) – prices set annually at the Regional budget and planning meeting.
- 3. All proceeds from Regional Education Events – prices set by Education Coordinator and Finance Coordinator annually at the Regional budget and planning meeting.
- 4. Other sources as approved by the Regional Management Team (RMT).

### **B. Disbursements**

- 1. Itemized statements for reimbursement of budgeted items along with receipts shall be submitted to the Regional Finance Coordinator for approval and

- reimbursement within 30 days of the date the expense was incurred. Requests for reimbursement of non-budgeted items must be presented to the RMT.
2. Purchases: Commitment of Regional funds for purchase of inventory items designed as fund-raising projects requiring the support of all chapters shall require a consensus of the RMT.
  3. Regional Management Team for required attendance at RMT meetings and Regional meetings:
    - a. Transportation: whichever is the lesser amount of:
      - i. Round-trip airline coach fare,
      - ii. Travel by car at the current IRS allowable rate,
      - iii. Actual carpool expense if travel is by shared automobile.
    - b. Actual housing up to a maximum of one-half (1/2) double occupancy rate.
    - c. Meal allowance as determined by the RMT at the Regional budget and planning meeting.
    - d. Necessary incidental expenses such as parking fees, cab fares, etc. documented with receipts.
  4. Standing and Special Committee Chairs shall be reimbursed for expenses for required attendance at RMT meetings and Regional meetings as stated above for RMT members except that the specified number of days and/or nights shall be determined by the appropriate RMT Coordinator.
  5. Persons traveling on official business of the Region at the direction of the RMT shall be reimbursed as follows:
    - a. Transportation: as stated above for RMT members.
    - b. Actual housing, if required, supported by receipts.
    - c. Meal allowance as stated above for RMT members.
    - d. Necessary incidental expenses such as parking fees, cab fares, etc. documented with receipts.
  6. Reimbursement to personnel serving as Regional Faculty at Education Events shall be paid an honorarium as stated in the *Golden West Region 21 Guidelines and Procedures*.
  7. Chapter Visits
    - a. Internationally Funded Visits to Chapter
      - i. Reimbursement requests for expenses associated with the Internationally Funded Visits to Chartered Chapters shall be submitted to Sweet Adelines International (SAI).
      - ii. Additional expenses incurred by an RMT member that are not reimbursed by SAI will be reimbursed by the region as stated above for RMT members.
      - iii. Additional expenses for someone other than an RMT member are the responsibility of the Chapter requesting the visit.
    - b. Other Chapter Visits
      - i. Chapter visits that are not eligible for expense reimbursement through the Internationally Funded Visits to Chartered Chapters must be approved by the Education and/or Membership Coordinator
      - ii. Reimbursement for other chapter visits made by an RMT member shall be as stated above for RMT members.
      - iii. Reimbursement for other chapter visits made by someone other than an RMT member is the responsibility of the chapter requesting the visit.
  8. Love Gifts may be awarded to qualifying choruses and quartets as stated in the *Golden West Region 21 Guidelines and Procedures*.

9. Coaching Financing
  - a. A portion of the Education Coordinator's budget shall be allotted annually for the use of the Regional Champion Chorus in financing coaching assistance in preparation for International Competition.
  - b. A portion of the Education Coordinator's budget that is one-half (1/2) the amount allocated for the Regional Champion Chorus shall be allotted annually for the use of the Regional Wild Card Chorus in financing coaching assistance in preparation for International Competition.
  - c. A portion of the Education Coordinator's budget that is one-half (1/2) the amount allocated for the Regional Champion Chorus shall be allotted annually for the use of any Division A and/or Division AA choruses eligible to compete in their respective division SAI competition.
  - d. The amount to be awarded will be determined at the annual Region 21 budget and planning meeting.
10. Insurance Premiums shall be paid annually as required by SAI.
11. General Expenses (see Standard Form Regional Bylaws, Article VIII)

C. Annual Budget

1. The annual budget shall be prepared by the Regional Finance Coordinator in conjunction with all members of the RMT.
2. The budget will be approved by the incoming RMT at the annual budget/planning meeting.

- D. Audit – The books shall be audited annually in accordance with the instructions provided by Sweet Adelines International.

**Section VI - Annual Regional Competition/Convention**

A. Convention Assistance Chapter (CAC)

1. The RMT Event Coordinator shall immediately invite the Regional Champion Chorus to act as Convention Assistance Chapter (CAC) for the next Regional Convention at the previously selected convention site.
  - a. The Champion Chorus must notify the Regional Event Coordinator within thirty (30) days following Regional Convention of its decision to act as CAC for the following Regional Convention.
  - b. If the Champion Chorus declines to act as CAC for the following Regional Convention, the RMT shall offer the opportunity to act as CAC to other choruses as recommended by the Regional Convention Steering Committee (RCSC) and approved by the RMT.
  - c. If the CAC is competing, it may choose to perform first, last or where drawn in the order of appearance. The chapter shall indicate this on the contest entry blank submitted to international headquarters.
  - d. The region shall pay the CAC an amount determined at the Regional budget and planning meeting.
  - e. The CAC is responsible for assisting the appropriate Regional Committee Chairs by:
    - i. Assisting as designated by the Regional Convention Steering Committee (RCSC), Chair of the Regional Convention (CRC) and RMT in accordance with regional standing rules and policy;
    - ii. Providing staff for the convention registration desk;
    - iii. Providing assistance for sale of All Event Ticket (AET), Single Event Ticket (SET), and regional ways and means sales areas;

- iv. Escorting competitors to the competition facility;
- v. Acting as guides for traffic patterns, ticket takers, ushers, door watchers and backstage assistants at the competition site;
- vi. Providing staff for various stops in the traffic pattern (e.g., warm-up room, hotel departure check-in, photography, stage entrance);
- vii. Supervise the unloading, assembling, disassembling and loading of risers and shell;
- viii. Providing van drivers as needed by the OPL for transporting the official panel;
- ix. Providing van drivers as needed by the CRC for transporting the official photographer;
- x. Providing 3-5 additional members to be utilized on an as needed basis;
- xi. Providing a detailed post convention report to the CRC.

#### F. Convention Sites

- 1. Convention sites will be secured by the Regional Events Coordinator five years in advance, whenever possible.
- 2. Convention sites will meet all requirements established by the *Guide for Regional Conventions* (GRC) published by International Headquarters.
- 3. New sites will be added to the rotation as they become available.
- 4. The Regional Events Coordinator will inspect the sites in advance and present her recommendation to the RMT.
- 5. The Finance Coordinator will sign all contracts.

#### G. Convention Registration

- 1. All Region 21 members of competing choruses, quartets, the Assistance Chorus (CAC) and non-member Region 21 competing directors shall purchase an AET.
- 2. The price of AET's shall be determined during the Regional budget and planning meeting.
- 3. The AET shall include admission to three events: Quartet Contest, Chorus Contest, and the Saturday evening celebration, i.e. Harmony Showcase.
- 4. Single Event Tickets may be sold to the general public and guests at a price to be determined at the Regional budget and planning meeting provided the capacity of the facility is adequate.

#### H. Awards

- 1. Novice Quartet Award
  - a. A novice quartet shall be that quartet in which no more than one member has competed in a Regional Quartet Competition in this or any other Region.
  - b. A traveling trophy shall be presented to the novice quartet achieving the highest total score of 400 points or above in the Regional Quartet Contest.
- 2. Most Improved Quartet Award
  - a. The Most Improved Quartet Award shall be presented at the Spring Regional Quartet Competition to the quartet that shows the greatest increase in total points over the preceding year's competition.

- b. The quartet must have competed in Region 21's Spring Regional Quartet Competition the preceding year.
  - c. Quartet personnel must remain the same from the preceding year.
  - d. Changes in voice parts are acceptable so long as the personnel remain the same.
  - e. The award will be announced at Spring Regional Convention at the same time as the Novice Quartet award.
  - f. There is no limit on the number of consecutive years the award may be presented to the same quartet.
  - g. Quartets performing for "evaluation only" are not eligible for the Most Improved Quartet award.
  - h. A traveling trophy will be presented to the quartet.
  - i. In addition, a certificate will be presented to each member of the quartet.
3. Hall of Fame Award
- a. This award shall be presented on behalf of Region 21 **to a past or present member of Sweet Adelines who has "given selflessly of her time, talents and expertise for the love and joy of singing and who has had a profound impact on the entire membership of Region 21"**.
  - b. Nominations for this award shall be solicited from all choruses in Region 21.
  - c. The RMT shall determine the eligibility of those nominated in accordance with the criteria bolded above.
  - d. An individual may receive this award only once.
  - e. This award shall be presented at the Spring Regional Convention by the Team Coordinator.
4. Engraving
- a. Cost of engraving any traveling trophy shall be borne by the Region.
  - b. Standard engraving shall be mandatory on any traveling award as specified by the Regional Events Coordinator.
- E. Convention Photographer
- 1. Candidates for convention photography will be presented to the RMT for approval.
  - 2. All contracts for convention photography, video, etc. will be signed by the Finance Coordinator.

### **Section VII - Other Regional Events**

- A. Other Regional events will be scheduled on an annual basis at the Regional budget and planning meeting.
- B. Guidelines and procedures governing these events (see *Golden West Region 21 Guidelines and Procedures*).

### **Section VIII - Chapter Functions**

- A. Chapters shall not schedule shows or functions on the same date as any Regional function.
- B. Chapter dates must be cleared with the Regional Team Coordinator in advance.

**Section IX - Amendments** (see Standard Form Regional Bylaws Article XI)

These standing rules may be amended or rescinded as follows:

1. By consensus of the RMT members present at any meeting of the RMT
2. By consensus by mail or e-mail of the RMT, with ratification at the next RMT meeting

**Section X - Incorporation**

This Region was incorporated on November 14, 2000, in the State of Arizona as "Golden West Region 21 Sweet Adelines, Inc."

**Section XI - Parliamentary Authority**

*Robert's Rules of Order, Newly Revised* shall be the parliamentary authority on all matters not covered by the Regional Bylaws and these Standing Rules.

Revised/adopted by Golden West Region 21 on the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Signed: \_\_\_\_\_  
Sue Bowdoin, Team Coordinator

Reviewed and approved by: \_\_\_\_\_  
Director of Meetings and Corporate Services, Sweet Adelines International

Date: \_\_\_\_\_

## **Addendum # 1**

### **Golden West Region 21 Regional Management Team Job Descriptions**

*Refer to the Regional Management Team Handbook for duties and responsibilities of coordinator positions with the following additions and/or changes.*

#### **COMMUNICATIONS COORDINATOR – REGIONAL APPOINTMENT**

The Communication Coordinator serves as the information link between the Chapters, Region and International. She coordinates various areas of communications and technologies to guide and support Region 21 in meeting the needs of its members. She is responsible for administration of the Hall of Fame award as described in the *Golden West Region 21 Guidelines and Procedures*. Responsible for coordinating video recording and duplication of dvd's from Regional educational events.

##### **Golden West Magazine/Editor**

- Requests and collects news articles, information and photos from membership to be published in magazine.
- Coordinates advertisements for insertion into magazine.
- Submits copy for proofreading to RMT.
- Summits finalized copy to printer for production.
- Distributes magazine at designated regional events

##### **Regional Website/Webmistress**

- Coordinates with Communications Coordinator to update regional website as required.

##### **Regional Newsgroup (RING)/Moderator**

- Monitors, receives and reviews regional newsgroup for content, incoming information from membership requesting information to be forwarded to region. (Appropriate content should relate to regional events, membership and SAI only).

##### **Regional Roster**

- Communications Coordinator gathers contact information for choruses and chorus teams to be compiled and published in the roster.
- Maintains updates throughout year as needed.

##### **Regional Database**

- Gathers and maintains a database of names for upcoming regional skills and leadership.
- May work with Nominating Committee to identify individuals.

## **DIRECTORS' COORDINATOR – ELECTED BY THE CHAPTER DIRECTORS**

The Director's Coordinator represents the interests of the regional directors, assessing their needs and providing for their educational needs in coordination with Education Coordinator. She is also responsible for planning the biannual Directors' Workshop in conjunction with the Education Coordinator.

### **Director Certification Program.**

#### **Directors Certification Program Coordinator (DCPC)**

- Training:
  - Under the supervision of the Director's Coordinator position on the RMT the DCPC will offer classes in conjunction with regional events, workshops or seminars.
- Evaluations:
  - Individual examinations are scheduled to coincide with other regional events.
  - Examinations are closed-book & monitored
  - Sample tests will be provided as a tool for self-evaluation. Sample tests are found in the DCP resource manual.
- Review Of Evaluations:
  - The reviewer should have the Certification level in DCP
  - Have a thorough understanding of DCP subject matter
  - Good communication skills
  - Ability to maintain confidentiality
  - Credibility in the region
  - Skill level evaluations should be reviewed in a timely manner.
  - Progress should be provided to the participant and to international headquarters soon after evaluations are completed.
- Maintaining Records:
  - A file will be maintained for each participant that will include all copies of examinations taken, progress reports and correspondence. Confidentiality will be maintained with all records.
- Recognition Of Advancement:
  - Public recognition of advancement to Approved Director, and awarding of certificate and pins to Certified Directors is the responsibility of the Director Coordinator.
  - Certificates and pins should be presented at regional functions whenever possible. Pins are available for purchase through the sales department at international headquarters.

## **EDUCATION COORDINATOR – INTERNATIONAL APPOINTMENT**

Appointed by Sweet Adelines International, the Education Coordinator develops, coordinates and monitors educational programs for the region to meet the training needs of both choruses and individual singers. Not responsible for Director Certification Program as stated in the RMT Handbook. She oversees the following programs:

**Arranger Development Program**  
**Education Direction Committee**  
**Quartet Development Program**  
**Regional Faculty Program**  
**Young Women in Harmony Program**

### **Arranger Development Program Manager**

- Coordinate the Regional Arranger Development Program under the guidelines of the International Music Arranger's Program (IMAP).
- Provide instruction in arranging barbershop music to applicants in the ADP, as well as to other interested Region 21 members.
- Provide and facilitate arranger training at regional meetings, seminars and workshops.
- Develop and implement area workshops for arranger training.
- Identify and secure qualified faculty for ADP workshops and meetings.
- Serve as liaison for the IMAP, publicizing and promoting IMAP events.
- Provide regular reports to the Regional Education Coordinator.
- Keeps accurate, up-to-date records to be transferred to successor at end of term.

### **Education Direction Committee**

- An advisory committee appointed by the Education Coordinator that meets annually at Summer Seminar. The committee reviews the region's educational plan and is made up of musical leaders throughout the region as well as the Director's Coordinator.

### **Quartet Development Program Manager**

- Coordinate quartet education and coaching within Region 21 and promote the development of new registered quartets.
- In cooperation with the Education Coordinator, assess the educational needs for quartets within the Region.
- Plan quartet education to be provided at Quartet Workshops in cooperation with the Club 21 Faculty Liaison to the EDC and the Region 21 Education Coordinator.
- Provide quartet registration information and other materials to regional chapters and their quartet development liaisons to promote the formation of quartets.
- When warranted, plan classes and events, and obtain coaches and faculty for a Quartet Workshop, to be offered periodically.
- Report all regional quartet education activities to Education Coordinator.
  
- Coordinate budget needs with the Education Coordinator prior to the end of the fiscal year.
- Serve as regional contact person for International regarding quartet promotion.
- Keep accurate, up-to-date records to be transferred to successor at end of term.
- Submit updates to Regional Website Quartet page on a timely basis to Communications Coordinator

### **Regional Faculty Program Manager**

- Develop and maintain all aspects of the Regional Faculty Program while also serving as a liaison for all Guest Faculty at regional events.

- In cooperation with the Education Coordinator, develop an application process including all forms and guidelines to create a Regional Faculty program to serve all members of Region 21.
- Compile a searchable database of active regional faculty to provide to the Education Coordinator and other members of the region.
- Maintain the Regional Faculty database by keeping all information included up to date and accurate.
- Serve as liaison between members of Region 21 and active regional faculty, providing any assistance necessary to ensure a successful experience by both the regional faculty and members utilizing the faculty.
- Maintain accurate and organized files of all paperwork associated with the Regional Faculty program.
- In cooperation with the Educational Coordinator, conduct ongoing continuing education and training workshops for active regional faculty.
- Serve as liaison for any visiting faculty at regional events, before, during and after the events ensuring that all of their needs and special requests are cheerfully met.
- Maintain open communication with the Educational Coordinator at all times and provide any information requested to the Regional Management Team in a timely manner.

**Young Women in Harmony Program Manager**

- Coordinate the YWIH Program within Region 21 and maintain contact with the appropriate staff at International.
- In cooperation with the Education Coordinator, plan and conduct education and training for existing and future YWIH groups.
- Compile a list of chapter YWIH liaisons to provide to the Education Coordinator and other data sources.
- Provide YWIH information and other materials to regional chapters and their YWIH liaisons/representatives.
- Contact area music educators to promote the YWIH program, providing music and other materials to help promote barbershop music to young women in middle school and high school music programs.
- Report all regional and chapter YWIH activities to Education Coordinator.
- Whenever feasible, provide an information exhibit/booth for YWIH at local meetings of the Music Educators National Conference, and similar conferences.
- Coordinate budget needs with the Education Coordinator prior to the end of the fiscal year.
- Serve as regional contact person for International regarding YWIH programs. Keep accurate, up-to-date records to be transferred to successor at end of term.

**EVENTS COORDINATOR – REGIONAL APPOINTMENT**

The Event Coordinator is responsible for all physical aspects of regional meetings and events including Regional Convention & Competition. She is responsible for the inspection of suitable sites, negotiating contracts and coordinating registration for all regional events.

*(Please refer to the Guidelines for Regional Conventions, Section B Convention Personnel, Event Coordinator, Page B-4)*

## **FINANCE COORDINATOR – REGIONAL APPOINTMENT**

The Finance Coordinator manages the financial affairs of the region, including budgeting, managing all bank accounts and investments, receiving all funds paid to the region and issuing all payments. She has the sole authority to sign contracts on behalf of the region. She is responsible for invoicing and collecting the regional assessment from all CAL members in Region 21. She is also responsible for the distribution of DVD recordings from Regional education events.

### **Finance Committee Ways and Means Committee**

#### **Finance Committee**

- Consists of all members of the RMT
- Responsible for the financial long-range plan
- Responsible for the region's Investment Policy

#### **Ways and Means Committee Manager**

- Coordinates projects to raise non-dues income
- Seeks out available grants and awards
- Participates in the budget preparation process

## **MARKETING COORDINATOR – REGIONAL APPOINTMENT**

The Marketing Coordinator provides marketing assistance and training to choruses and members of the region. She serves as the primary media and public relations contact for the Region. She works with the Membership Coordinator on member retention and growth. She works with the Events and Education Coordinators and other regional leaders to market regional events and programs. She works with the Communication Coordinator to develop, implement and maintain the Regional Website and other communications channels.

### ***The Gold Standard Editor* Facebook Administrator**

#### ***The Gold Standard Editor***

- Appointed by the Marketing Coordinator. Works with the Marketing Coordinator to produce and distribute the Region 21 eNewsletter *The Gold Standard* to members of Region 21 including the maintenance of the distribution database.

#### **Facebook Administrator**

- Appointed by the Marketing Coordinator. Serves as administrator of the Region 21 Facebook group Golden West Region 21 - Sweet Adelines. Duties include confirming the accuracy of the information placed on the Facebook group, maintaining the timeliness and relevancy of the materials, and working with the Marketing Coordinator to help promote upcoming Region 21 events and share photos and news of past Region 21 events.

**MEMBERSHIP COORDINATOR – ELECTED BY REGIONAL MEMBERSHIP**

The Membership Coordinator plans and implements programs in the areas of membership growth and retention for regional choruses which includes prospective chapters. She maintains contact with Chapter at Large members residing in our Region. She also works with the Team Coordinator to oversee communication with chapter leaders and coordinates training in leadership skills at Summer Seminar. The Membership Coordinator also is responsible for the Chapter Growth Award and the Note-Able Woman award.

**Chapter Coordinator  
Chapter at Large Coordinator**

**Chapter Coordinator (does not hold a seat on the RMT)**

- Maintains regular contact with chapter presidents/team coordinators to provide information about regional activities and assess chapter needs.
- Communicates president's and chapter needs and issues to the Regional Management Team through the Membership Coordinator.
- Provides and facilitates a forum for presidents and team coordinators at regional events for the purpose of exchanging ideas and providing current information about regional activities.

**Chapter-At-Large Coordinator**

- Establishes and maintains contact with Chapter-at-Large members to insure their inclusion in regional events and programs through regular mail or email.
- Organizes a time and place for CAL members to get together once or twice a year and facilitates that meeting.
- Sends a welcome letter to all new CAL members, either moving from another region into Region 21 or choosing CAL membership within the region, explaining our communication and billing system.
- Provides information about CAL membership to interested parties.
- In coordination with the Regional Membership Coordinator and Finance Coordinator, maintains an accurate listing of all current CAL members within our region on a monthly basis.
- Distributes and/or mails all Region 21 publications and bulletins to all CAL members in a timely manner.

**Note:** The Regional Finance Coordinator is responsible for invoicing and collecting the regional assessment from all CAL members in Region 21.

### **TEAM COORDINATOR - REGIONAL APPOINTMENT**

The Team Coordinator coordinates the agenda and facilitates meetings of the Regional Management Team, facilitates the development and implementation of the Region's Strategic Plan, oversees the review and approval of the Regional Standing Rules and Chapter Standing Rules, clears chapter show dates and maintains the regional calendar. She also maintains communication with chapter leaders and facilitates a forum for presidents/team coordinators at regional events. She is also responsible for all Love Gifts as well as presentation of the RMT, YWIH Chair and Hall of Fame recipients at the Regional Convention & Competition as described in the *Golden West Region 21 Guidelines and Procedures*.

#### **By-laws and Rules Chair Regional Guidelines and Procedures**

##### **By-laws and Rules Chair**

- Reviews Chapter Standing Rules on a biennial basis. All chapter Standing Rules should follow the Standard Form Chapter By-Laws format. Reports to the RMT any chorus that is out of compliance.

##### **Regional Guidelines and Procedures**

- Reviews and maintains this document that describes the guidelines and procedures of the RMT not included in the Regional Standing Rules.