

Management Team

If your chorus chooses a management team, it will:

- Elect five to eight team members.
- Automatically appoint your chorus director (member, nonmember, female or male) as a decision-making member of the team.

This group of elected leaders plus the chorus director may appoint up to three additional team members. You could have as few as six (if you choose not to make any additional appointments) and as many as 12 members on your management team. Your standing rules must specify the actual number of elected and appointed team members.

The entire chorus gives input to the team through such means as goal-setting, questionnaires and discussion of values. The team is responsible for planning and managing the process in much the same way as a board of directors would, but the chorus director is an integral part of the decision-making.

The *Standard Form Chapter Bylaws – Management Team* (Article VI) describes the terms and duties of the management team officers,

DUTIES OF MANAGEMENT TEAM

1. To develop long-range plans based on the goals and values of the chapter membership.
2. Oversees and evaluates the implementation of strategies developed to achieve long – range plans.
3. Develops an appropriate structure of task-oriented groups (teams, committees, staffs, etc.) who are responsible for developing strategies to implement plans determined by the management team based on the core values of the chapter.
4. Ensures open communication at all levels of the chapter.

CHARACTERISTICS OF SUCCESSFUL TEAM MEMBERS

1. Successful team members show initiative . They project an attitude of individual responsibility, not only in routine areas, but in crisis modes as well.
2. Successful team members are goal-setters and achievers.
3. Successful team members know how to set priorities and work efficiently. They organize the work at hand and meet realistic deadlines.
4. Successful team members are positive, dynamic people who are dedicated to self-improvement and growth. They thrive on success, yet know how to learn from failure.
5. Successful team members understand the goals and their part in achieving them.

Board of Directors

If your chorus chooses a board of directors governance structure, the *Standard Form Chapter Bylaws* (Article V, Section 1) allow your chorus to choose a six- to 12-member board of directors.

The size of the board depends on your chorus' size and the availability of leadership. The board of directors makes decisions on administrative matters and approves musical decisions made by the musical team headed by the chorus director. The board also oversees the work of individual committees. It is important that the board seek input from the chorus membership when making decisions.

Chapter officers are chosen from the board by a vote of the board. The *Standard Form Chapter Bylaws* (Article VI) describes the duties and terms of the chapter officers.

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Chapter

LEADERSHIP IN CHORUSES

Information can be accessed in its' entirety by following these steps:

Go to International Home Page, click onto Member Resources, click onto document Center, find Chapter Guide....the excerpts below were taken from Section IV Tips For Chapter Leaders", but the entire Chapter Guide is a wonderful tool to have as Team Leader / Management Team Leader. All other asterick documents at the end of this page can be accessed as above as well.

Management Teams and Committees

Work together to help the Chorus operate effectively, efficiently , and objectively.

Committee Members show specific traits :

- Initiative
- Individual Responsibility
- Goal Setters
- Achievers
- Work efficiently, meeting deadlines
- Positive
- Dynamic and dedicated to self growth
- Thrive on learning and being successful
- Learn from failure
- Understand their part in achieving

Leader:

- Lead your Team- Guide them toward their Goals
- Make sure they understand what is expected of them
- Acknowledge them for an assignment well done
- Be approachable
- Communicate
- Treat all fairly and equally
- Listen
- Promote a positive and communicative environment
- Always update your Team of any changes in your Chorus Committees

Meeting

Prepare and Agenda- send / distribute to your Team members
Guide the meeting through the reports of each member

Encourage:

Presentation of viewpoints

Form conclusions and Action Items

Document meeting Action items and assignments

Responsibility of Leaders:

Retain records/legal documents- this will facilitate transition of Leadership and orientation of new leadership, maintaining continuity.

The President's or Team Coordinator's files should contain:

Standard Form Chapter Bylaws A list of international staff contacts**

*Policy Book** The last several issues of the chapter and
*Chapter Guide** regional newsletters

Robert's Rules of Order, Newly Revised

Chapter's standing rules

Chapter and regional directories

Minutes of all chapter meetings

Correspondence to the office of president

Original copy of all legal contracts

The Chapter Secretary's files should contain:

*Standard Form Chapter Bylaws** Chapter's standing rules

*Policy Book** Chapter minutes from the last 12 months

*Chapter Guide** Chapter and regional directories

Robert's Rules of Order, Newly Revised

**Items listed in italics are available online through the Sweet Adelines International website.*