

**DCP SAMPLE TEST
SKILL AREA 5
MANAGEMENT SKILLS**

HOW TO PREPARE FOR SKILL AREA 5 EVALUATION

The following questions are provided to help you focus on a director's role in management of a Sweet Adelines chorus. No answers are provided for these, but if they raise unresolved questions in your mind you may find it helpful to discuss them with your ED or a certified or master director in your region. DCP Resource Module 5 also contains information on management skills for directors.

1. List at least four duties that could be assigned to a section leader in the chorus:

2. Who is responsible for appointing persons to serve on the music staff in your chorus?

3. Describe ways you could utilize the skills of your music staff members in preparing for a chorus show or contest.

4. Should a director attend chapter board of directors meetings? Why or why not?

5. What is the director's role in a chapter governed by a management team as opposed to a board of directors?

6. List at least four duties that could be assigned to the assistant director of the chorus.

7. How could you as a chorus director assist your assistant director(s) in gaining the skills they need to be effective leaders?

If you are a director or associate/assistant director, some of your chorus members will be asked for an evaluation of your management skills by answering the following questions. (The term *director* refers also to associate/assistant directors.)

1. The director selects and utilizes chorus members to assist her in the chapter's music program.
2. The director provides training for the music staff members.
3. The director delegates duties to members showing strength in special areas.
4. The director works effectively with chapter administration.
5. The director develops, trains and utilizes a music team that makes it possible for each chorus member to receive individual assistance.