

Regional Education Resource Staff

Chair of the Regional Convention (CRC)

APPOINTED BY: Regional Education Director

ACCOUNTABLE TO: Regional Education Director

TERM: 1 year appointment

Responsibilities: *see Guidelines for Regional Conventions (B-8) for specifics*

- General Chair of the Regional Convention
- Chair of the Convention Steering Committee (CRC, CC, OPL, Facilities Coordinator,) Regional Education Director may be included as appropriate
- Coordinate with required personnel to be certain all details of the Convention are covered
- Communicate with the CC and Official Panel Liaison (OPL)
- Communicate with Championship Chorus Liaison
- Formulate and submit Competition Budget to Regional Education Director
- *Use the Guide for Regional Conventions* to determine specific needs for holding a successful Regional Convention.
- Meet with Regional Convention Steering Committee and Convention Staff as needed
- Complete Convention/Competition reports required for International

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

POSITION EXPECTATIONS

- Strong organization, administrative and leadership skills.
- Thorough understanding of regional and international policies and procedures, especially in the area of regional convention/competition.
- Excellent communication and interpersonal skills with people at all levels.
- Ability to make decisions, as well as delegate responsibility and authority.
- Ability to manage stress in meeting deadlines and working with varying personalities

September 15, 2016

Chorus Director Liaison

RECOMMENDED BY: Regional Front-Line Directors
ACCOUNTABLE TO: Regional Education Director (RED)
TERM: 1 year

Intent: This is the Resource Staff Specialist position that is recommended to the Regional Education Director by the front-line directors of the regional choruses by a process to be defined by the region, and that recommendation may come from a front-line chorus director vote or other recommendation process. The RED makes the appointment on an annual basis. The Chorus Director Liaison communicates educational needs and goals of front-line chorus directors, assistant directors and associate directors within the region with the Regional Education Director and Education Resource Staff.

Responsibilities:

- Facilitate communication among the Chorus Directors in the region
- Create networking opportunities among chorus directors
- Communicate educational needs of the directing community (directors, assistant and associate directors) within the region to the Regional Education Director
- Mentor chorus directors as needed
- Facilitate DCP Training opportunities
- Monitor DCP participant testing and advancements
- Meet with the Regional Education Resource Staff as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong interpersonal skills
- Ability to work independently and within groups
- Strong verbal and written communication skills
- Some travel expected

September 15, 2016

Education Staff Specialist(s)

APPOINTED BY: Regional Education Director
ACCOUNTABLE TO: Regional Education Director
TERM: 1 year appointment

INTENT: These specialized educational areas are considered part of the overarching education and training necessary for a successful regional education program. Each Specialist is responsible for the development, execution, and delivery of regional educational and training programs and activities within her specialized area that meet the overall goals determined by the Regional Education Director and Education Resource Staff. The Specialist serves as a member of the Education Resource Staff.

These specialized educational areas may be combined or split into as many individuals as works best for the Regional Education Director and her Resource Staff. The Specialists may have one or more of the various 'publics' as their primary educational focus. As the Regional Education Director and Education Resource Staff meet together, the overall necessary educational components and Resource Staff designations will become clear dependent on Regional needs. Having several Specialists is the ideal. All will provide input and/or meet with Regional Education Resource Staff as requested by the Regional Education Director

Responsibilities:

Education Resource Staff Specialists are identified as follows:

- Arranger Education Specialist (includes regional arranger programs and developing multi-level arranger skills)
- Chorus Director Liaison (see separate position description)
- Faculty Specialist (includes facilitating and tracking internationally funded regional faculty music and membership education to chartered chapters)
- General Education Specialist (includes general membership curriculum at regional educational events and attendee surveys following educational events)
- Quartet Education Specialist (includes serving as a CAL Quartet Liaison that facilitates quality control and education issues).
- YWIH Specialist (includes YWIH program development and training, and may include opportunities for YWIH quartet/chorus performance and/or competitions; also serves as the Regional YWIH Coordinator to the international organization)

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

September 15, 2016

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience working with educational needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected

September 15, 2016

Facilities Coordinator

APPOINTED BY: Regional Education Director
ACCOUNTABLE TO: Regional Education Director
TERM: 1 year appointment

Responsibilities:

- 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
- Coordinates with other education and administrative staff when contracting event space
- Oversees registrations for all regional events
- Specific duties related to Regional Convention are outlined in the *Guidelines for Regional Convention (B-4)*
- Works with the Convention Steering Committee [Competition Coordinator (CC), Official Panel Liaison (OPL), and Chair of the Regional Convention (CRC)], to coordinate details related to the Regional Convention and Competition
- Appoints additional staff as needed
- Meets with members of the Education Resource Staff as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Strong negotiation skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; travel expected