

**MANAGEMENT TEAM JOB DESCRIPTIONS
HARMONY OF THE GORGE CHAPTER OF SWEET ADELINES INTERNATIONAL
REGION 13 – HOOD RIVER, OREGON
March 2022**

TEAM LEADER

PURPOSE: To facilitate meetings of the Chapter Management Team

RESPONSIBILITIES:

- Call and coordinate all Team meetings
- Prepare the agendas with input from members,
- Preside at the meetings
- Oversee activities of the Team members
- Oversee the Standing Rules Chair
- Oversee the nominating committee
- Oversee the Scholarship Committee
- Oversee the chorus website manager
- Oversee and appoint special committees as needed
- Ensure communication between all committees and members
- Maintain on-going communication with the director
- Oversee Competition Coordinator
- Oversee Young Singers Foundation transactions as applicable,
- Be responsible for determination and notification when rehearsals need to be cancelled due to emergency
- Oversee the weekly rehearsal announcements

FINANCE MANAGER

PURPOSE: To serve as the Chapter Treasurer and have custody of all chapter funds and securities.

RESPONSIBILITIES:

- Responsible for collection and dispersal of all Chapter funds and official documents
- Manage bank accounts and investments for the chapter.
- Present monthly financial statements to the Management Team for approval
- Arrange for preparation and submittal of all required tax forms and other annual reports (File Annual 990 tax form with the internal Revenue Service by September 15th for the preceding year ending April 30,)
- Chair the Budget Committee
- Present an annual budget to the Management Team for approval
- Oversee assistance funds
- Oversee fund raising events and thr Fund Raising Committee
- Arrange for an annual audit

COMMUNICATIONS MANAGER

PURPOSE: To serve as the Chapter Secretary.

RESPONSIBILITIES:

- Conduct official Chapter correspondence
- Record and file minutes of all official Management Team meetings
- Maintain records and reports of Management Team members and committee chairs
- Record and file minutes of the chorus' Annual Business Meeting
- Assure Team members/committees/ and chorus members are kept advised on necessary facets of chorus activities
- Receive communications from the International organization and Region 13 and share with chapter members
- Oversee the Historian
- Oversee the roster

MEMBERSHIP COORDINATOR

PURPOSE: To work towards increasing and retaining chorus membership

RESPONSIBILITIES:

- Oversee treatment of guests
- Oversee application procedures
- Oversee social aspect of Open Houses and Guest Nights
- Oversee membership programs provided by Sweet Adelines International
- Oversee the Sunshine Chair
- Oversee the Social Chair
- Oversee chorus talent bank
- Oversee membership details such as contact information, joining date, member numbers
- Oversee longevity recognition
- Oversee attendance records
- Oversee new member orientation coordinating with the Director

MARKETING COORDINATOR

PURPOSE: To create public awareness of the chorus

RESPONSIBILITIES:

- Oversee the Marketing Team
- Oversee the Columbia Gorge chambers representative
- Ensure Marketing Team administrative participation on the Show committee
- Work with the Membership Coordinator to assist with membership drives
- Work with the chorus website manager to assure content is maintained and up-to-date
- Monitor and ensure approval for any use of official chorus logo
- Oversee use of official chapter banners and signs
- Coordinate with the Performance Contact.

DIRECTOR

PURPOSE: To educate the chorus in the barbershop style and to develop the vocal skills of the chorus

RESPONSIBILITIES:

- Develop weekly rehearsal schedules that include education on alignment, breathing, phonation, resonance, and artistry
- Assure competition and performance readiness
- Coordinate coaching sessions
- Oversee the Music Team
- Oversee the physical warmups
- Oversee the Visual Coordinator
- Oversee the Librarian
- Oversee the Costume Committee
- Oversee the Makeup Committee
- Oversee the Show Chair
- Oversee the Performance Coordinator
- Oversee the Retreat
- Work with the Membership Coordinator on membership growth