

## Regional Education Director

<b>Appointed by:</b>	International Leadership Specialists (instead of IBOD for pilot only)
<b>Accountable to:</b>	International Board of Directors
<b>Term of Appointment:</b>	Pilot duration
<b>Reporting to:</b>	International Leadership Specialists/Regional Leadership Committee

### POSITION SUMMARY:

Oversees development, execution and delivery of regional education and training programs, including the annual regional convention, that support the mission of Sweet Adelines International to advance the musical art form of barbershop harmony through education, competition and performance. Appoints and oversees the activities of Regional Education Resource Staff. Serves as member of the Regional/Area Executive Committee

### RESPONSIBILITIES/DUTIES

1. Responsible for delivery of education programs and training in the following areas:
  - General Education (Chartered, Prospective, Revitalizing Choruses and General Membership)
  - Specialty Training (Arranger, Director/Director Certification Program, Faculty, Quartets, YWIH, and other groups as needed)
  - Events and Facilities (Workshops, Seminars, and General Membership Events)
  - Regional Convention (Annual Regional Convention/Competitions)
2. Appoints, directs, and oversees the activities of a Regional Education Resource Staff to assist in overall Responsibilities:
  - Arranger Education Specialist
  - Chair of the Regional Convention
  - Chorus Director Liaison
  - Facilities Coordinator
  - Faculty Specialist
  - General Education Specialist
  - Quartet Education Specialist
  - YWIH Specialist
  - Recommends potential Competition Coordinator candidates for International appointment
  - Appoints Special Project Coordinators as needed

3. Works closely with the RAD to incorporate the plans of the Leadership Development Specialist into the overall plans for Regional Education
4. Develops and executes a strategic long-range education plan for the region with her regional staff and ensures that it rolls into the overall regional strategic plan.
5. Participates in the development of the overall Regional Strategic Plan with the other members of the Regional Executive Committee.
6. In conjunction with the Regional Education Resource Staff, plans, develops, and executes regional education programs and the annual regional convention.
7. Plans and facilitates all Regional Education Resource Staff meetings.
8. Develops Regional Education Resource Staff training that includes teambuilding strategies.
9. Develops a proposed annual education budget for consideration by the Regional/ Area Executive Committee
10. Maintains comprehensive records, identifies and mentors potential successors, and forwards materials to her successor.
11. Provides timely response to reporting requests from International Headquarters
12. Attends Regional/ Area Executive Committee training as required.
13. Monitors performance of members of the Regional Education Resource Staff

#### SUPERVISORY:

- Oversees and supervises activities of the Regional Education Resource Staff. Performs related functions including appointments/reappointments.

#### COMMUNICATES WITH:

- International Leadership Specialist/Regional Leadership Committee
- Regional Governance Task Force (for feedback on pilot)
- Regional Administrative Director
- Regional Membership Director
- Regional Education Resource Staff
- Chorus Administrative Leaders
- Chorus Directors and Musical Leaders
- Regional Faculty
- Quartets
- Arrangers
- General Membership, including CAL members
- Sweet Adelines International Headquarters Staff

#### RELATIONSHIPS:

- REC Directors – Maintains open communication with other REC members. Communicates in an atmosphere of mutual respect and in a timely manner.

- Works closely with the RAD as they oversee the planning of the Leadership Development Specialist as they oversee the planning of the Leadership Development Specialist
- Education Resource Staff: Establishes and maintains open communication with all regional staff members in an atmosphere of mutual respect and in a timely manner.
- Chorus Leadership and General Membership: Creates an atmosphere of open communication and mutual respect and responsiveness to challenges and concerns.
- Sweet Adelines International Headquarters Staff: Establishes and maintains open communication with the Director of Education as a resource for providing information and guidance.
- Other organizations: Develops and maintains relationships with music and performing organizations, as well as public schools, to advance Young Women in Harmony activities.

#### POSITION QUALIFICATIONS:

##### Desired Characteristics

- Inspirational leadership capability
- A visionary with proven ability to convert complex projects into actionable tasks
- Executive presence: High level of confidentiality, integrity, and ability to delegate
- Strong organizational skills and ability to support multiple projects with appropriate attention to detail
- Ability to manage moderate to high stress in supporting multiple projects, deadlines, and varying personalities and diverse functions.
- Strong problem-solving and decision making skills and experience
- Ability to work independently and within groups
- Strong verbal and written communication skills
- Excellent public speaking and presentation skills
- Ability to attend regional education and convention events; travel required

##### Desired Experience

- Prior service on the Regional/ Area Executive Committee
- Prior service as a member of the Regional Education Resource Staff
- Other service at the chapter, regional and/or international level especially related to education
- Relevant work experience related to the responsibilities of this position.