

## Prospective Chapter Coordinator

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

NOTE: this member of the Resource Staff is the point person for Prospective Chapters throughout chartering process.

### Responsibilities:

- Responds to inquiries about organizing a Prospective Chapter of Sweet Adelines
- Guides prospective chapters through the Steps Toward Chartering program
- Tracks both music and membership visits from regional personnel during the Steps Toward Chartering process
- Assigns Mentors to guide Prospective Chapters and their leadership through the Steps Toward Chartering
- Maintains records of Inactive Prospective chapters
- Attends meetings of the Membership 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
- Thorough knowledge of the Steps Toward Chartering
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; travel expected