

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

**TEAM LEADER**

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**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**

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**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 15<sup>th</sup> 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**

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**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**

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**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**

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**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**

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**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