

Directors Coordinator

Job Description



Represents the interests of the regional directors on the Regional Management Team

Communicates with directors in her region to assess their needs

Provides and facilitates a forum for directors at regional events

Communicates directors' needs and the needs of their chapters to the Education Coordinator

Maintains contact with appropriate staff members at international headquarters

Maintains comprehensive records and forwards materials to successor

Trains her successor

Appoints staff to assist in the implementation of her responsibilities

A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines International website

Skills Required

- Experience as associate, assistant, or front-line director
- Demonstrated knowledge of the barbershop style
- Demonstrated ability to communicate effectively
- Demonstrated ability to facilitate discussions/meetings
- Demonstrated ability to synthesize information and present it accurately and effectively
- Knowledge of directors' needs (information gathering)
- Knowledge of the Directors Certification Program
- Negotiation skills
- Accessible and approachable