

February 14, 2017

Regional Administrative Director

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

POSITION SUMMARY:

Responsible for the successful leadership and management of the Region under the guidelines of Sweet Adelines International in a manner that supports Sweet Adelines Mission Statement.

Appoints and oversees the activities of Regional Administrative Resource Staff. Serves as the Chair of the Regional/Area Executive Committee

RESPONSIBILITIES/DUTIES

1. Responsible for overall successful leadership and management of the Region
 - Participates in development and delivery of administrative training plans and materials, especially in support of leadership development
 - Manages and oversees all regional leadership development programs (administrative and musical leaders at chorus and regional levels)
 - Develops and maintains regional job descriptions and responsibility documentation
 - Supports all REC members and committees in regional staff appointments and development efforts
2. Appoints, directs, and oversees the activities of a Regional Administrative Resource Staff to assist in overall Responsibilities:
 - Communications Coordinator
 - Financial Coordinator
 - Leadership Development Specialist
 - Marketing Coordinator
 - Regional Bylaws and Rules Chair
 - Regional Secretary
3. Develops and executes a strategic long range operational plan for the region with her regional staff and ensures that it rolls into the overall regional strategic plan.
4. Coordinates the development of, maintains and oversees the overall Regional Strategic Plan with the other members of the Regional Executive Committee.
5. Plans and facilitates all Regional Administrative Resource Staff meetings.
6. Plans and facilitates all Regional Executive Committee meetings.
7. Develops a proposed annual operational budget for consideration by the Regional/Area Executive Committee.
8. After review and discussion with the Financial Coordinator, signs all contracts for the Region.
9. Maintains comprehensive records including leadership information database, identifies and mentors potential successors, and forwards materials to her successor.
10. Provides timely response to reporting requests from International Headquarters.
11. Attends Regional Executive Committee training as required.
12. Monitors performance of members of the Regional Administrative Resource Staff.

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SUPERVISORY:

- Oversees and supervises activities of the Regional Administrative Resource Staff. Performs related functions including appointments/reappointments.
- Acts as Chair and sets the agenda of the regional Area Executive Committee meetings

COMMUNICATES WITH:

- International Leadership Specialists/Regional Leadership Committee
- Regional Governance Task Force (for feedback on pilot)
- Regional Education Officer
- Regional Membership Officer
- Regional Administrative Resource Staff
- Chorus Administrative Leaders
- 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.
- Regional Administrative 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 Chief Operating Officer and Corporate Secretary for information and guidance.
- Other Organizations – Ensures all requirements of local and federal governments are met in areas of financial and legal responsibility.

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

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Desired Experience

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