

Region 5 Associate Program

What is the Associate Program?

It is a regional program designed to teach Associates about the Regional Management Team (RMT) and the various coordinator positions within the RMT. It will allow the RMT to view firsthand an individual's talents and quantify whether they will make good leaders for the region. The program also allows the Associate to determine if they truly want to serve on the RMT and in which capacity.

What is Shadowing?

Shadowing is when an Associate is training for one particular job. The Associate would follow and assist the activities of one coordinator for an appropriate amount of time. A perfect example is Financial Coordinator which requires certain skills.

What is expected of an Associate?

An Associate is expected to attend all RMT meetings, receive and read all emails, and accept various duties needed by the RMT. This could be a chair position for the region, or a onetime only job. The Associate is expected to attend each regional weekend and/or any regional training by Sweet Adelines International (SAI) that occurs within the region. Additionally, the Associate must have email since this is the main communication tool for the RMT between meetings. If an Associate must miss a Regional Management Team meeting, she must notify the Team Coordinator. One absence is allow, however, if she must miss a second meeting within the fiscal year, her resignation is expected at the same time.

Are there other criteria for the Associate?

Yes, she must be a member in good standing with Sweet Adelines International, Region 5, and her chorus or CAL.

Is the Associate promised a position on the RMT?

We can't make this promise to anyone, nor is the Associate obliged to take a position in the future.

How long is the "term" of an Associate?

The term is one fiscal year. It will start May 1st and end April 30th. An Associate may reapply or be appointed by the RMT for another year if both parties are agreeable. The term may be changed by consensus by the RMT or be resignation of the Associate.

How many Associates can be on the RMT in a given year?

Two is the recommended number with a maximum of four. The amount will depend on circumstances year-to-year.

What financial benefits does the Associate receive?

The Associate will receive one nights lodging (double room), one day's per diem, and mileage to and from meetings. They will receive direct costs relating to any chair position or job that they assume i.e. long distance calls to team or supplies purchased to accomplish a task.

The Associate does not receive free all-events, incentives to attend International Convention, or email reimbursement.

Are Associates included in email between RMT members?

Yes, and they are welcome to participate in discussions, but are not a part of email consensus.

What about meetings?

The Associate’s point of view and perspective will be welcomed by the RMT, but will not be a part of consensus or decision making. Also, they might be requested to leave the meeting if a sensitive subject is discussed.

How many times per year does the RMT meet?

The RMT meets face-to-face two or three times per year. This is generally in January, and the other dates are scheduled around regional and international events. Additionally, one or two conference or Skype calls may be held in between the above mentioned meetings. Dates and location for meetings are picked by the RMT.

What coordinator positions exist on the Regional Management Team and are they elected or appointed?

- Team CoordinatorAppointed by the Regional Management Team
- Marketing CoordinatorAppointed by the Regional Management Team
- Finance Coordinator.....Appointed by the Regional Management Team
- Events CoordinatorAppointed by the Regional Management Team
- Communications Coordinator.....Appointed by the Regional Management Team
- Membership CoordinatorElected by membership
- Directors’ CoordinatorElected by the directors
- Education CoordinatorAppointed by Sweet Adelines International

How long does a RMT Coordinator serve?

It is a 2 year term. She may be re-elected or re-appointed for an additional 2 terms. Thus she may serve on the RMT for a total of 6 years.

How may I obtain a job description of the coordinator’s positions?

Job description for each coordinator position can be found on Region 5’s website <http://www.sairegion5.org> or you may contact the Regional Team Coordinator, Twilla Duvall, 573-634-1322 or twilla_duvall@centralbank.net.

Who will handle the implementation of this program?

The Associate Program is handled by the Regional Team Coordinator, Twilla Duvall. If you are interested in becoming an Associate, please contact Twilla and she will answer any additional questions you might have and send you an application. She may be contacted at 573-634-1322 or twilla_duvall@centralbank.net.

Midwest Gateway Region 5

Application for Regional Associate Program

Instructions: Please complete this form and return with a current photo of yourself. Return to Regional Team Coordinator:

Twilla Duvall
34511 Woods Crossing Road, California, MO 65018
twilla_duvall@centralbank.net

Personal Data

Name	_____	Date	_____
Chapter	_____		
Address	_____		
City/State/Zip	_____		
Home Phone	_____	Work Phone	_____
Cell	_____	E-mail	_____

In 50 words or less, please answer the following questions.

1. What specific skills, ideas, talents, etc., would you bring to the Regional Management Team?

Sweet Adelines International Membership Data

How long have you been a member of Sweet Adelines International? _____

Service (within the last 5 years)

Chapter positions held:	<input type="checkbox"/> Marketing	<input type="checkbox"/> Communications	<input type="checkbox"/> Director
<input type="checkbox"/> Board/Team Member	<input type="checkbox"/> Membership	<input type="checkbox"/> Music Staff	<input type="checkbox"/> PR Chair
<input type="checkbox"/> President/Team Leader	<input type="checkbox"/> Secretary	<input type="checkbox"/> Show Chair	<input type="checkbox"/> Treasurer

Regional positions held:

- | | | |
|--------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Competition Coordinator | <input type="checkbox"/> Chair of Regional Convention | <input type="checkbox"/> Chapter Coordinator |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Class Facilitator | <input type="checkbox"/> Events Coordinator |
| <input type="checkbox"/> Directors' Coordinator | <input type="checkbox"/> DMA | <input type="checkbox"/> Communications Coordinator |
| <input type="checkbox"/> DMA/MDR Staff | <input type="checkbox"/> Newsletter Editor | <input type="checkbox"/> Finance Coord./Treasurer |
| <input type="checkbox"/> Facilities Coordinator | <input type="checkbox"/> Regent | <input type="checkbox"/> Team Coordinator |
| <input type="checkbox"/> MDR | <input type="checkbox"/> Teacher | <input type="checkbox"/> Finance Coordinator |
| <input type="checkbox"/> PR Chair | <input type="checkbox"/> Mkt./Membership Coordinator | <input type="checkbox"/> Education Coordinator |

Other: _____

International Positions:

- | | | |
|-------------------------------------------|----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Arranger | <input type="checkbox"/> Committee Chair | <input type="checkbox"/> Panel Secretary |
| <input type="checkbox"/> Committee Member | <input type="checkbox"/> Faculty | |
| <input type="checkbox"/> Judge | <input type="checkbox"/> International Board | |

Other: _____

Activities that Interest Me

<input type="checkbox"/>	Arrangers Program	<input type="checkbox"/>	Standing Rules
<input type="checkbox"/>	CAL Liaison	<input type="checkbox"/>	Chair of Regional Convention (CRC)
<input type="checkbox"/>	Coaching/Regional Faculty	<input type="checkbox"/>	Regional Convention Steering Committee (RCSC)
<input type="checkbox"/>	Database Coordinator	<input type="checkbox"/>	Director Certification Program (DCP)
<input type="checkbox"/>	Regional Direction Committee	<input type="checkbox"/>	Faculty/Director Training Committee
<input type="checkbox"/>	Membership Resource/Direction Committee	<input type="checkbox"/>	Take 5 Editor
<input type="checkbox"/>	Pep Rally Coordinator	<input type="checkbox"/>	Public Relations – External (to those outside Sweet Adelines)
<input type="checkbox"/>	Quartet Activities Coordinator	<input type="checkbox"/>	Public Relations – Internal
<input type="checkbox"/>	Regional Directory Coordinator	<input type="checkbox"/>	Regional Library Coordinator
<input type="checkbox"/>	Regional Nominating Chair	<input type="checkbox"/>	Site Selection Committee
<input type="checkbox"/>	Show of Champions/Afterglow Coordinator	<input type="checkbox"/>	STAR Program Coordinator
<input type="checkbox"/>	Education School Registration Coordinator	<input type="checkbox"/>	Ways and Means Coordinator
<input type="checkbox"/>	Young Singers Foundation Coordinator	<input type="checkbox"/>	Young Women in Harmony Coordinator