

February 14, 2017

Regional Education Resource Staff

Chair of the Regional Convention (CRC)

APPOINTED BY: Regional Education Director

ACCOUNTABLE TO: Regional Education Director

TERM: 1 year appointment

Responsibilities: *see Guidelines for Regional Conventions (B-8) for specifics*

- General Chair of the Regional Convention
- Chair of the Convention Steering Committee (CRC, CC, OPL, Facilities Coordinator,) Regional Education Director may be included as appropriate
- Coordinate with required personnel to be certain all details of the Convention are covered
- Communicate with the CC and Official Panel Liaison (OPL)
- Communicate with Championship Chorus Liaison
- Formulate and submit Competition Budget to Regional Education Director
- *Use the Guide for Regional Conventions* to determine specific needs for holding a successful Regional Convention.
- Meet with Regional Convention Steering Committee and Convention Staff as needed
- Complete Convention/Competition reports required for International

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education 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 organization, administrative and leadership skills.
- Thorough understanding of regional and international policies and procedures, especially in the area of regional convention/competition.
- Excellent communication and interpersonal skills with people at all levels.
- Ability to make decisions, as well as delegate responsibility and authority.
- Ability to manage stress in meeting deadlines and working with varying personalities