

POLICIES & PROCEDURES

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ADMINISTRATIVE/MEETINGS

Business Cards

The Communication Coordinator will create business cards for the Regional Management Team as needed. (02/08)

Business Plan

A Business Plan will be presented to the RMT for consideration for any new educational or business proposals. Forms and information will be available on the region's website. (8/07)

Coordinator Reports

Reports are to be written by the Regional Management Team as an historical document, as well as a communication for in-house use. The content is to be a diary or recap of all action related to the coordinator's position for the region.

Coordinators will email a copy of their reports to each RMT member at least 2 weeks prior to a scheduled RMT meeting. (2/06)

RMT Meetings

The RMT will have 2 meeting per year. The Spring meeting will be held President's Day weekend in February and the Fall meeting will be held annually in August, the weekend prior to Labor Day weekend. (02/05)

The RMT spring meeting is scheduled for Presidents Day weekend, except those years when there is a conflict with Valentine's Day. Another date will be determined by the team for those years. (2/08)

Fall Meeting Goals:

- ◆ RMT Strategic Planning
- ◆ Review Regional Standing Rules and Policies
- ◆ RCT Update

Spring Meeting Goals:

- ◆ Ratify General Budget for coming year
- ◆ Ratify Competition Budget for following year
- ◆ Planning for coming year

Ratification of Appointments

The following appointed positions require RMT ratification by consensus:

- ◆ Chair of a regional event
- ◆ Chair of Regional Convention
- ◆ Regional Management Team Recorder
- ◆ Regional Registrar
- ◆ By SAI policy, the Competition Coordinator is appointed by SAI. Recommendation forms are sent to the current Competition Coordinator and Events Coordinator. This is not a RMT appointment.

Regional Library

The Regional Library will be disbanded effectively immediately. (02/08)

RMT Policies and Customs

The Events Coordinator, who used random selection in picking roommates, makes room reservations at regional events.

RMT members should dress in an appropriate manner at regional events, recognizing that we represent the entire region. Business casual attire is appropriate.

Regional Property

Team Handbooks are to be kept current at all times. Each RMT member is responsible to add updates as they are received. The Team handbook belongs to the position and should be passed on to the next coordinator in that position.

Each RMT members should have a Chapter Guide, a Policy Book and a Chapter Directory, which are to be kept up-to-date and are to be passed on to the next coordinator in that position.

SAI provided RMT pins to each RMT member. They are the property of the region and are to be passed from position to position. Any RMT member who loses a pin is responsible to replace it.

Strategic Plan

- ◆ Go to a 3-5 year plan with time lines on completion
- ◆ Should be a workable document with reach points that support the goals
- ◆ Identify goals
- ◆ Prioritize top 3 goals and develop strategies – a strategic plan in a living document.

AWARDS/SCHOLARSHIPS

BRAVO! (Best Retention And Valued in Our Organization)

The BRAVO certificate will be awarded to any chorus with 90% retention yearly as of March 1st.

Director's Scholarship

The names of all directors present at REACH will be put in a bowl and one name drawn. The selected director will receive a voucher to be reimbursed for registration at REACH. (11-6-03)

Rose Achievement Award

The past five winners of the Rose Achievement Award serve as the selection committee for the next Rose Achievement Award winner.

A trophy (donated by Corrin Magruder) will hold 15-20 names. The RMT will purchase individual engraved plaques each year. Individual trophies awarded, purchase of 10 to be awarded the next ten years at \$25 per trophy.

- ◆ Nomination forms available: January 1,

- ◆ Nomination forms need to be returned: March 1,
- ◆ Previous winners to vote for new RAA last week in March,
- ◆ Results to be announced at Regional Competition.

Proposed format change on awarding the RAA: All nominees will come forward to the state at the Awards Breakfast to receive a certificate of achievement. The winner will be announced and presented with pin, plaque, etc. All nominees will be featured on regional website for the year. The RAA winner will be asked to be an award presented to one of the contest winners (2/20/05)

Most Improved Quartet Award

The Most Improved Quartet Award is given by the Region's Gold Country. The Education Coordinator provides the name of that quartet to the Events Coordinator following the quartet contest. Criteria for the award: the quartet must have competed the previous year, must still be registered under the same name, and they earned the largest increase in score over the previous year's score. (02/08)

COMMUNICATIONS/WEBSITE

Communication of RMT Meeting Highlights

Following each RMT meeting, a synopsis of the meeting will be posted on the Regional website. Additional information will be available from any team member upon request. (2/06)

Email Consensus

The Team Coordinator tracks Team consensus by email between meetings. She will determine and announce when consensus has been reached. These decisions are then ratified at the next scheduled meeting of the RMT.

Website Policies

- ◆ Region 24 will have a registered name on the internet.
- ◆ Quartet Coordinator (appointed by the Education Coordinator) oversees the listing of quartets on the website in coordination with the Communications Coordinator.
- ◆ Quartet listings will consist of quartet name, contact person and email address. Individual quartets will be responsible for reporting changes to the Regional Webmaster. The webmaster will accept no responsibility for the correctness of the information.
- ◆ The Webmaster is directly responsible to the Communications Coordinator (the person who appoints her).
 - Regional event facility information comes from the Events Coordinator.
 - Schedule and faculty information comes from the Education Coordinator.
 - Regional calendar information comes from the Team Coordinator.

COMPETITION

Champions

Regional championship brochures are sent by the Communications Coordinator to the winning chorus and quartet each year following regional competition. These should be updated annually so that all information is correct. This brochure congratulates the new winners and outlines responsibilities and financial gifts for the year they are the reigning champs.

Regional events registration fees for the regional championship quartet are waived if all four members attend and participate as a quartet. (10/99)

Any chorus qualifying to compete in the Harmony Classic Contest (IES) will be given funding equal to the regional championship chorus. (6/99)

Effective 2008 contest, the following medals will be awarded to eligible choruses: 1st, 2nd, 3rd place A, AA & Overall. (8/07)

Competition & Regional Convention Team

The RCT Executive Committee will be comprised of: Events Coordinator, Chair of Regional Convention, Official Panel Liaison and Competition Coordinator. (2/07)

Competition Jewelry: Complimentary charms/pins will be given to the Regional Management Team, mic-tester quartet, logo designer and RCT Executive Committee, who will present to their sub-chairs. (10/99)

VIPs Identified

To avoid discussing compensation to be considered each year for various individuals, the following individuals have been determined to be VIPs and receive some level of compensation and recognition. Effective contest 2008, all events registration and VIP seating will be offered to the following:

- Current and Past International Presidents who are not members of Region 24
- Keynote Speaker
- Judging Panel
- Trial Scorers
- Any non-region 24 members who are top 15 International quartet members
- International Faculty in attendance who are not members of Region 24
- International Board Members who are not members of Region 24
- Non-region 24 members of a mictesting quartet

The following members will be recognized as VIPs and will receive ribbons only:

- Regional Directors
- Regional Faculty

FINANCE

Budget for Event Coordination

The coordinator of the event or her designee is responsible for tracking the event budget. She can request assistance from the Financial Coordinator. (2/05)

Graduate Fee Schedule Workshop Registrations

Early-bird fees are 60 days in advance of event. Regular fee is 30 days in advance of event. Fees will be based on budget for event. This will serve as an incentive to both the planner and the attendees. (2/05)

Competition Finances/Miscellaneous

- ◆ Financial gifts to the competing chorus will be given at REACH. (beginning 2004)
- ◆ The annual raffle at competition is 50-40-10. Holder of first ticket drawn get 50% of proceeds. Holder of second ticket drawn selects a chorus to receive 10% of proceeds. The region receives the remaining 40%. (2/27/2004)
- ◆ 50-50 Raffles at regional events: Region 24 has first option.
- ◆ The regional chorus winner may have a boutique table free of charge during the REACH events and the annual Region 24 competition prior to the International competition in which they are eligible to compete.
- ◆ The regional quartet winner may have a table in the boutique area free of charge during the following REACH and the next Regional 24 convention.
- ◆ Non-member vendors are invited to have a table at Regional Convention for a fee per table.
- ◆ Member vendors are invited to have a table at Regional Convention for a fee per table.
- ◆ Regional contracts will have two signature lines: one for the Finance Coordinator and one for the Events Coordinator. The Events Coordinator approves the contract after verifying the arrangements. The Events coordinator is authorized to sign billing information during the event.
- ◆ All contracts signed for contest hotels and facilities will be reviewed in the region at a regional function. (8/07)
- ◆ All contracts signed for contest hotels and facilities will be reviewed by a lawyer or the staff at Experient prior to signing by any regional coordinator. (8/07)
- ◆ Any chorus or quartet may sell ads for the competition program. Proceeds of program ad sales are to be divided as follows: a) 40% for the selling chorus; b) 60% for the region. All costs come from the region's share. The seller will keep 60% of the gross revenue sold. The Ad Chair for this will be appointed by the Finance Coordinator. (11/04)
- ◆ All non-members will pay non-member fees at regional events. This includes prospective members of Sweet Adelines International. (6/99)

- ◆ A budget allows as set at the February meeting each year, each RMT Coordinator will receive \$300 per year to use for education expenses. (2/06)

- ◆ A baby shower shall be given to all newly chartered choruses in the regional at a regional function.