



## **EVG Guideline for**

# **District Leadership Duties, responsibilities & position descriptions**

**January 2018**

This document contains a description of the duties and responsibilities, or job descriptions, for the members of the Evergreen District Leadership Team. Unless otherwise required by the *Bylaws for the Evergreen District of SPEBSQSA* or the *Evergreen District Operations & Policy Manual*, the number of positions, job titles, and the responsibilities and duties shall be defined by the Evergreen District President (or his designee) and approved by the District Board of Directors.

## ACRONYMS

The following is a partial list of acronyms used in this document.

ASCAP	– The American Society of Composers, Authors, and Publishers
BMAL	-- Board Member-at-Large
BHS	– Barbershop Harmony Society
BLMF	– Bud Leabo Memorial Fund
BMI	– Broadcast Music, Inc.
BOTY	– Barbershopper of the Year
C&J	– Contest and Judging
CDD	– Chorus Director Development
CDWI	– Chorus Director Workshop Intensive
COTS	– Chapter Operations Training Seminar
DBOD	– District Board of Directors
DEM	-- Division Events Manager
DOT	– District Operations Team
DP	– District President
DPC	-- District Presidents Council
EVG	-- Evergreen District
EVP	– District Executive Vice-President
HH	- Harmony Hall, BHS
HCNW	– Harmony College Northwest
HOD	– House of Delegates
HOF	– Hall of Fame
QCED	– Quartet Champions of the Evergreen District
RLA	-- Regional Leadership Academy
SBOD	– Society Board of Directors
SOCAN	– Society of Composers, Authors, and Music Publishers of Canada
Society	– Barbershop Harmony Society
SPEBSQSA	– Society for the Preservation & Encouragement of Barbershop Quartet Singing in America, Inc
TTA	– Tall Timbre Award
YIH	– Youth in Harmony

## DBOD and Operations Teams:

In 2015, due to a shortage of volunteers and overlapping responsibilities, the Operations Team was reduced to 6: Events, Education, Communications, Membership, Finance and District Support. A Director was appointed by the President to Events, Education, Membership and Communication. The President oversees the District Support, the Treasurer oversees the Finance team. Each Board member is asked to serve on at least one of these Operations Teams.

The Board oversees the governance of the District; the Operations Teams fulfill the operations required. As a summary:

**Events** – responsible for all contests and conventions, including C&J. In due course, will be responsible for all District events, including Education events

**Education** – responsible for Music and Administration education, including Director, Chorus, Quartet and Individual, as well as development of President, Secretary and Treasurer (as examples). Creation of Regional Leadership Academies, Coaching and Director development, part of HCNW team.

**Membership** – responsible for helping chapters recruit and retain members, share initiatives from other chapters, maintain “chapter connections” with every chapter in the District.

**Communication** – responsible for all forms of communication in the District, including Timbre, Greensheet, website, social media platforms, history, chapter stories, internal and external marketing.

**Finance** – in support of the Treasurer, the day-today financial operation and health of the District, tracking budgets, business plans and expenses

**District Support** – includes Nominating Committee, Ethics Committee, Governance and By-Laws, Liaison with BLMF and QCED, all District awards (BOTY, HOF, TTA, contest trophies)

The DBOD members and Directors of the Operations Teams have some universal responsibilities:

1. Recognize that actions will overlap with others; keep them informed.
2. Attend and participate in all meetings, in person or online.
3. Communicate, using phone, email, website, Basecamp (or equivalent) and social media platforms as they are developed.
4. Add expertise (facilitation, teaching, logistics) to local events such as RLA's, contest, conventions and festivals.
5. Communicate with Chapters to understand how the District can assist their development.
6. Adhere to EVG guidelines on expenses, per diem meals, shared hotels and prompt submission of expenses. When unsure, get Presidential approval.
7. Prepare Business Plans with the team, including vision, goals, budget and outcomes.

### Resources:

- District Board Members, past and present
- Peers in other districts, and persons who previously held the positions in EVG.
- BHS staff members.

Author: Rob Macdonald; January 2018

## District Board of Directors

### District President (DP) (January 2018)

The DP serves as the head of the DBOD and HOD. He is responsible for establishing all committees necessary for the operation of the District. He serves as the focal point for communications between the DBOD and the Chapters, and between the District and the Society.

Key focus points include but are not limited to:

- The Six Operations Teams – Events, Education, Membership, Communications, District Support and Finance.
- Committees, created as needed for short-term tasks
- Society Communications, through HH staff and DPC

Duties include:

- Serving as the Chief Executive Officer of the District
- Attending Society meetings as required, including, but not limited to, meetings at the Mid-Winter Convention, International Convention or the annual Leadership Summit
- Managing District Operations Team Directors, Officers and Committee Chairmen, who are charged to ensure that Society/District programs and policies are implemented at the District and Chapter level
- Supervising and monitoring all administrative functions and activities of the District
- Maintaining knowledge of all governing documents
- Establishing annual priorities and Business Plan goals with the DBOD for the District, setting the pace to promote their successful achievement
- Reporting progress toward achieving Business Plan goals to the CEO of BHS, to be included in the BHS Annual Report
- Presiding over and serving as chairman at all DBOD meetings and HOD meetings
- Serving as the District spokesman, directing all programs, appointing chairmen for activity functions, and committees as needed to study new concepts, review policy, and deliberate on other issues
- Communicating with the District Officers with written, verbal and electronic communications, and in any other manner to ensure activity progress in the interim between DBOD meetings
- Developing a district work plan, approving all financial matters and reporting to the SBOD on such plans and budgets, as required
- Oversees the District Ethics Committee and communicates regularly with the Chairman of the Ethics Committee with regards to any ethics violations within the District.
- Serves as Chairman of the Governance and Bylaws Committee
- Communicating with Evergreen DBOD, DOT, District Committee Chairmen, and the Society headquarters, as needed or required
- Serving as the liaison between the Society Board Member or Society Staff member and the Chapter Presidents
- Ensuring appropriate agendas are created and distributed on time as per the District Operations and Policy Manual and District By-Laws (currently 30 days prior to the meeting date)
- Making regular reference to the document entitled “Timeline for events and duties”

- The District President should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

Update Rob Macdonald January 2018

### **District Executive Vice President (EVP) (January 2018)**

The EVP is planned to be the successor to the Presidency and his duties are meant to prepare him for that responsibility. He backs up the DP as head of the DBOD and HOD. He assists in coordinating activities with all District Directors.

Key focus points include but are not limited to:

- District Operations Teams (Events, Education, Membership, Communications and District Support)

Duties include:

- Performing such duties as may be assigned him by the DP or by the DBOD
- Assisting the DP and DBOD in carrying out the policies and objectives of the DBOD
- Presiding over and serving as chairman of the DOT at all DOT Meetings
- Hosting Society guests attending District functions; a shared duty with DP and IPP.
- Attending all DBOD and HOD meetings as a voting member of both groups
- Representing the DP, as required, at Society, District, Standing or Special Committee meetings
- Providing reports on special projects, as needed or requested.
- Attending BHS meetings, in particular the District President Council meetings at the Mid-Winter and International Conventions or the BHS Leadership Summit
- The EVP should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

Reviewed by Rob Macdonald; January 2018

### **District Board Members-at-Large (BMAL)(January 2018)**

The BMAL is a representative of the District membership on the DBOD. Each one shall perform their duties with the membership in mind. They are to represent the District membership as a whole, as well as their division in the District.

Key focus points include but are not limited to:

- District members collectively
- Division chapters
- At least one Operations Team

Duties include:

- Performing such duties as may be assigned by the DP or by the DBOD
- Assisting the DP and DBOD in carrying out the policies and objectives of the DBOD
- Attending all DBOD and HOD meetings as a voting member of both groups
- The BMAL is expected to assist on one or more Operations Teams
- The Board Member at Large can make himself visible and accessible to the general membership, and at the same time significantly contribute to the successful activities in the district, if he performs duties such as: organizing events, such as contests, inter-chapter

events or workshops; providing instruction or coaching at educational events; and conducting chapter visits.

- The Board Member at Large should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

Reviewed by Rob Macdonald, January 2018

## **District Secretary (December 2018)**

The District Secretary serves as the focal point for all records of District meetings and is responsible for maintaining official records for the District. He also manages show requests within the District.

Key Responsibility Areas and Duties include:

### **Serving as the District recording and corresponding Secretary**

- Recording, transcribing and distributing the minutes of all DBOD, DOT, and HOD meetings appropriately within 30 days, including getting them posted on the District website.
- Upholds the requirements of a non-profit organization with annual filings of incorporation status and tax requirements
- Prepares minutes on all board actions and distributes them, as well as district regulations and statements of policy, to chapter delegates
- Notifying all District officials and Chapter delegates of their appropriate meetings.
- Attending all DBOD, DOT and HOD meetings
- Serving as a voting member of the DBOD and HOD
- Communicating with DP, DBOD, DOT committee chairmen, HOD and the Society as needed or required.
- Ordering supplies for the DBOD, and the DOT as requested, approved and budgeted.
- Serving as liaison for the Historian / Archives Committee.

### **Maintaining District Records**

- Serving as custodian of District documents (e.g., District By-Laws, Operations and Policy Manual, Articles of Incorporation and other documents important to the operation of the District).
- Accesses member data as required and on a regular basis

### **Managing District Calendar and Show Clearances**

- Supporting and coordinating with the District Director of Communications regarding postings on the District Calendar of Events
- Issuing Chapter show clearances and licenses and maintains a list of and publicizes chapter shows
- Ensuring that show dates do not interfere with SAI, District or Division events and that shows do not occur within 50 miles of another chapter show.
- Collecting BMI / SESAC show forms and checks.
- Collecting SOCAN show forms and forwarding them to BHS.

### **Serving as Trustee Secretary of the BLMF**

### **Providing Chapter Secretary training and subject matter leadership**

- Serving as liaison between Chapter Secretaries, the DBOD and Society Headquarters.
- Monitor and assure annual reporting of chapter leaders.

- Gives guidance and help to chapters as needed.

**Leading by Example** The District Secretary should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

Reviewed by Rob Macdonald, Paul Graves January 2018

## **District Treasurer (DT) (January 2018)**

The District Treasurer oversees all financial activity for the District.

Key focus points include but are not limited to:

- District budget
- Chapter Treasurer support and training
- Directors of Operations Teams
- President and EVP
- BLMF, QCED and HCNW

Duties include:

Maintain Financial Data Tasks:

- Write checks and track that information inside QuickBooks
- Reconcile Check book, Savings, BLMF accounts monthly
- Retain documentation of expense via scanning
- Instructing all District officials on expense reporting
- Approve or deny expenditure: Is it budgeted? Is it approved by the appropriate liaison?
- View online account at Key Bank for possible issues
- Assist assigned person with annual records review

Financial Health Tasks:

- Call for budget input, prepare and present Budget to DBOD and HOD
- Monitor budget
- Look for ways to smooth financial input and output: Create reserves for future planned expenditures

Communication Tasks:

- Prepare and send monthly reports
- Prepare annual reports for EVG, BHS, and IRS as required by National, State, Provincial, and Society rules and regulations, or as appropriate, on the financial status of the district.
- Prepare quarterly report of his activities for President and EVP
- Attend all possible meetings: EVG board, HOD, BLMF Board, HCNW meetings
- Write articles for Timbre
- Write White papers or Position papers on current issues

Maintenance Tasks:

- Maintain supplies: Stamps, envelopes, checks,
- Review documents for accuracy: Expense voucher, Budget (EVG, HCNW, BLMF), Monthly Reports
- Maintain current passwords: Key Bank, QuickBooks, Carbonite, PayPal

- Secure records: Backups of computer stored data
- Maintain accuracy of “What if” letter
- Update software: QuickBooks, Office, Acrobat
  - Managing the finances of the District, monitoring the budget, and managing all expense disbursements.
  - Maintaining financial records, analyzing expenditures and being ever cognizant of state/provincial/federal policies regarding non-profit organizations.
  - Communicating with DP, DBOD, DOT, Committee chairmen, Society Director of Finance and Administration, Society Treasurer and Society Headquarters, as needed or required.
  - Serving as liaison between Chapter Treasurers and the DBOD, and the Society headquarters.
  - Overseeing the Director of Finance
  - Serving as a voting member of the DBOD, HOD and the BLMF Trustees
  - The District Treasurer should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

Reviewed by Rob Macdonald and Don Thorn; January 2018

### **Immediate Past District President (IPP) (January 2018)**

The Immediate Past District President serves as an advisor to the DP. In the event a District election is not properly carried out, the Immediate Past District President shall serve as the sole officer of the DBOD until a proper election by the HOD can be completed.

Key focus points include but are not limited to:

- Advisor to the DP
- Member of the District Nominating Committee
- Member of the Past District Presidents Council

Duties include:

- Serving as an advisor to the DP and the DBOD.
- Assisting the EVP in hosting Society guests attending District functions
- Attending the DBOD and HOD meetings.
- Serving as a voting member of the DBOD and HOD.
- Chairing the District Nominating Committee.
- Chairing the Past District Presidents Council (optional).
- The IPP should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

Reviewed by Rob Macdonald January 2018



## District Operations Team Directors

The duties and responsibilities of the DOT Directors will vary depending on the positions to be filled. The responsibilities may also change depending on specific goals set by the DBOD. As such, the responsibilities shall be managed by the DBOD and shall be detailed in this document.

This document shall also serve to document the positions to be filled for the DOTs. Positions may be added or removed at the discretion of the DBOD.

## Expectations of the Directors of the Operations Teams

- 1. Create a Business Plan that includes vision, initiatives, goals, budget and other resources required.**
- 2. Report and Communicate on a Timely Basis**
  - **Prepare and submit a 1Q report prior to the Board meetings in the spring of the year**
  - **Proposed annual Budget by May 15**
  - **Present yearly update, Proposed Plans for the following year – in writing by June 15 and verbally at the HCNW Board / OT meetings**
  - **Prepare and submit 3Q report by about September 30**
  - **Prepare and submit a 4Q / yearend report before December 1**
  - **Establish a monthly conversation with your assigned Board Member**
- 3. Report on outcomes of your initiatives.**

Reviewed by Rob Macdonald January 2018

## District Director of the Membership Team (January 2018)

The District Director of Membership shows chapters how to grow in strength and numbers. He provides support to chapters, often serving as counselor, cheerleader, medic and comforter. He provides leadership to chapters to help make barbershop singing inviting, full participation fulfilling and continued membership a priority. He provides inspiration and ideas to chapters - encouraging the implementation of effective membership procedures and programs. He helps keep the chapters informed of proven and new methods of making and keeping the organization vibrant. He encourages chapter participation in all multi-chapter activities to which they are invited.

Key focus points include but are not limited to:

- The Cadre of Chapter mentors and their work
- Membership resources for all District chapters
- RLA Facilitator
- Youth in Harmony Facilitators

Duties include:

- Developing, administering, and maintaining an effective program in the District focusing on retention and recruitment
- Developing a program of assistance to chapters which request help in membership areas
- Developing a program for recruitment, training, and management of Chapter Advocates

- Serving as liaison for the DOT to BHS Member Services
- Communicating with the District President, DOT, Chapter Mentors and Society Headquarters as needed or required
- Providing inspiration and ideas to promote membership recruitment and retention in existing chapters
- Developing and implementing programs that will stimulate membership growth in target markets
- Advising the Director of Education on educational programs that would be most beneficial
- Supporting all Society membership and extension programs
- Encouraging chapters to promote recruitment and retention activities
- Establishing specific, attainable goals in harmony with the District Mission and Vision Statements
- Recruiting DBOD members and DOT members for chapter connections
- Preparing regular reports for the DBOD and for the HOD meetings
- Attending all DOT Meetings, local division convention and the District Convention
- Writing regular, motivating articles for the Greensheet and Timbre publications
- Coordinating activities with the other DOT members
- The Director for Chapter Support and Membership should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

#### Youth in Harmony

- Assist chapters to maintain active, personal involvement in their chapter Youth Outreach programs
- Communicate to chapters to
  - Promote and encourage Youth Outreach programs on the chapter level
  - Provide examples and success stories
  - Make suggestions of ways to be involved and provide Youth Outreach efforts in the community
  - Point out resource references for YIH activities
  - Solicit scholarship applicants to Harmony University and ask Chapters to invite music educators to participate at HU and HCNW

Encourage all chapters to be aware of all District and Society policies regarding youth events

Reviewed by Rob Macdonald January 2018

### **District Director of the Communications Operations Team (December/2017)**

The Director of the Communications Operations Team promotes and facilitates vital communication between the District and the chapters and District members, and also provides support for inter-chapter communications. Members of this team provide expertise in the following areas of communications:

- evgsings.org - District website
- Greensheet – twice monthly online newsletter
- Timbre – quarterly online District bulletin
- Marketing and Public Relations
- Facebook – District
- Historian – District Historian
- Storybook coordinator

- District meetings and communications assistance

The most important duties (“thou shall not fail to do”) include:

- **Director of the Communications Operations Team**
  - Oversight of each of the members of the team
  - Maintain a basic understanding of the duties and intent of each of the team members’ functions
  - Attend District Leadership Team meetings as required
  - Prepare quarterly status reports on the progress of the team and team functions and post them on the District Basecamp site
- **Webmaster(s) of the District Website – evgsings.org**
  - Maintain the District website
  - Update and re-fresh as necessary to be as useful as possible to Evergreen chapters and members
  - Maintain the official District Calendar of Events, in conjunction with the District Secretary
  - Add new sections to the website as necessary
  - Maintain the Evergreen roster of members and leaders
- **Editor of the Greensheet**
  - Publish the Greensheet twice monthly; on or about the 1<sup>st</sup> and 15<sup>th</sup> days of the month
  - Regularly contact District Leadership Team members for items to include in this publication
  - Maintain a member database of contact information and update as necessary
  - Items of interest would include
    - District events and activities
    - Educational events (RLA’s, HCNW, etc)
    - Division Conventions and events
    - Chapter shows
    - Important announcements to the District
- **Editor(s) of the Timbre**
  - The current editor model of the Timbre is to have a content editor and a layout editor
  - Publish the Timbre quarterly with approximate publishing dates of the 15<sup>th</sup> day in each of the months of March, June, September and December
  - Regularly contact District Leadership Team members for items / articles to include in this publication
  - Ensure each quarterly issue is made available for distribution to Evergreen chapters and members
- **Marketing and Public Relations (M&PR) Consultant**
  - Be the contact person for chapter M&PR officers within the District
  - Provide tips to aid chapter M&PR officers to communicate with their local community
  - Provide regular contributions to the Timbre and Greensheet
  - Maintain a M&PR resource section on the District website
- **Facebook Administrator**
  - Be the main administrator of the Evergreen Facebook page
  - Encourage members to share and like Facebook postings

- Encourage there is coverage at most major District events
- Be a resource person on other types of social media that may enhance Evergreen profile
- **District Historian**
  - Be responsible for documenting the History of the Evergreen District, with emphasis on the second '50 year segment' – more specifically the time since 1997
  - Maintain archives and records for the District
  - Establish a storage and viewing space on the District website to share historical information
  - Provide regular articles of historical interest for the Timbre
- **Storybook Coordinator**
  - Be the focal point and collector of “stories from Evergreen chapters and members – stories that can be shared with the rest of the District and the BHS
  - Gather the stories and edit / re-write them for inclusion in the Harmonizer, the Timbre, the Greensheet
  - Be in contact with chapters and members to ask for stories to share

Prepared by Bob Robson, December 2017

### **District Director of the Education Team (January 2018)**

The District Director of Education leads efforts to facilitate all chapter musical development and leadership education within the District. The Director of Education oversees Chorus Director Development and Chapter Administration and Leadership Development

- Communicating with the DBOD, DOT, and Society headquarters as needed
- Attending all DBOD Meetings, local division convention and the District Convention
- Writing regular, motivating articles for the Greensheet and Timbre publications
- Coordinating activities with the other DOT Directors
- Presenting a draft budget to the DBOD, and working within the budget approved by the HOD
- The Director for Education should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District.

### **Chorus Director Development (CDD Experts) (January 2018)**

The Director of Education will access Director development Experts as needed to elevate the music performance and member enjoyment of barbershop singing through continuous improvement of chapter chorus directors. These experts provide tools to encourage consistent skill set upgrade efforts by chorus directors.

The Experts Key focus points include but are not limited to:

- Director classes for the Harmony College Northwest weekend
- Master Classes for directors
- Chorus Director Workshop Intensive (CDWI) program
- Outstanding in Front (OIF) program, for development of associate directors and section leaders

When called upon, Duties include:

- Organizing Master Classes, Chorus Director Workshop Intensive and Outstanding in Front classes
- Working with chapters to recruit director participants as instructors and students
- Proposing and coordinating classes to benefit chorus directors at HCNW
- Facilitate district-sponsored music and performance training events
- Writing regular, motivating articles for District publications
- Coordinating activities with the other Directors
- Maintaining contact with directors in the District

Reviewed by Rob Macdonald January 2018

### **Chapter Administration and Leadership Development Team (January 2018)**

The Director of Education will coordinate leadership training within the District and access Leadership and Administration experts.

Key focus points include but are not limited to:

- Harmony College Northwest (HCNW)
- Education efforts for chapter leadership and members
- RLA's

Duties include:

- Developing effective District training for chapters
- Recruiting Facilitation Experts in the Leadership and Administration areas requested by chapters
- Coordinating and administering Regional Leadership Academy's and (LA) in the District
- Recruiting training staff for District Education events
- Coordinating and encouraging Chapter Improvement classes
- Coordinating with the BHS Healthy Chapter Initiative for resources and expertise
- Developing distance online learning resources for chapters

Reviewed by Rob Macdonald January 2018

### **District Director of the Events Team (January 2018)**

The Director of Events oversees District sponsored conventions. He solicits chapters to host District events, approves District events dates and locations, and oversees teams established to manage each District event. He reviews and approves all contracts associated with District events. He coordinates contest/judging activities with other convention activities and facilities. He works with Division Events Managers (DEM's), who oversee and assist Division Convention Committees.

Key focus points include but are not limited to:

- Division Conventions
- District Convention
- International Prelims Contest
- Contracts for all District events
- District Representative of Contest and Judging (DR C&J)
- Division Events Managers (DEM'S)

#### Duties:

- Soliciting and selecting a sponsor chapter or chapters for Division and District Conventions and the International Prelims Contest
- Maintaining a schedule for all Division Conventions, International Prelims, and the District Convention
- Assisting with negotiations, and reviewing and approving the contracts with venues and hotels for District and Division Conventions, HCNW and major educational events
- Striving to execute and maintain contracts with facilities a minimum of one year in advance of the District and Division events
- Selecting and training a District Events Team, to oversee District conventions, assist in Division conventions and support other events in the District
- Supporting the District Representative of Contest and Judging (DR C&J) to meet the contest and judging needs for Division and District Contests
- Ensuring prudent fiscal management or oversight of the District Convention
- Providing quarterly status reports to the DBOD during the year before a particular District Convention, and meeting any other requests for information from the DBOD
- Coordinating with the designated Business Manager on the financial activities for the District Convention or other events identified by the DBOD
- Establishing specific, attainable goals in harmony with the District Mission and Vision Statements
- Developing a team with sufficient numbers to accomplish the chosen goals
- Preparing regular reports for the DBOD and for the HOD meetings
- Attending all DOT Meetings, local division convention and the District Convention
- Writing regular, motivating articles for District publications
- Coordinating activities with the other Directors
- Presenting a draft budget to the DBOD, and working within the budget approved by the HOD
- The District Director of Events should always strive to find ways to help, and to demonstrate that he leads by example in his work for the District

Reviewed by Rob Macdonald January 2018

#### **District Representative for Contest and Judging (DRC&J) (January 2018)**

The Director of Contest and Judging is responsible for the administration of all District contests. He insures all contests have judges as required. He is also responsible for the development of judges and contest administrators within the District. He is the final arbiter of all District C&J rules and policies

Key focus points include but are not limited to:

- Conventions, contests, and participant evaluations within the District
- Judges and Contest Administrators and their candidates within the District

Duties include:

- Attending appropriate Society C&J meetings; including conference calls as needed.
- Communicating, interpreting and coordinating Society/District C&J policies and rules within the district.
- Organizing and administering all contest judging activities within the District.
- Communicating with all potential contestants in Division and District contests.
- Promoting and handling all applications and schooling of judging candidates from the District

- Scheduling judge practice panels at Division and District contests, as needed.
- Advising the winning District Quartet Champions of their responsibilities to the District \*\*\*\* (to be discussed with the Board)
- Working with the District Director of Events and each Division Convention Chairman to ensure that all contest venues have suitable sound and lighting systems.
- Serving as liaison between the Society C&J Committee, and District Board of Directors and Operations Team.
- Updating the Evergreen District documents dealing with C&J.
- Assisting the District with attaining goals in harmony with the District Mission and Vision Statements
- Preparing reports as needed for the DBOD and for the HOD meetings
- Writing articles for District publications
- Coordinating activities with the other Directors
- Presenting a draft budget to the DBOD, and working within the budget approved by the HoD

Reviewed by Rob Macdonald and Jimbob Kahlke January 2018

### District Director of Finance (January 2018)

The Director of Finance supports the District Treasurer in administering the funds for the District. He is responsible for compiling and administering the District budget. The Director of Finance is an appointed member of the Operations Team. He supports the work of the District Treasurer.

Key focus points include but are not limited to:

- District budgets
- District accounts

Duties, which may be daily, monthly, quarterly or annual:

- Reimbursement of Expenses
- Review and reconcile Checkbook accounts, deposits
- Oversee Budget
- Report monthly status and discrepancies
- Annual filings
- Annual Budget preparation
- QuickBooks, Excel, Word, Adobe Acrobat
- Security of finances
- Backup of information

Reviewed by Rob Macdonald January 2018

### District Support Team (January 2018)

District Support is the “catch-all” of the areas that support the District.

District Support functions that are the responsibility of the **District President**:

- Appointing the Nominating Committee, assigning tasks to the committee for future succession planning and immediate expertise needs.

- Appointing the Chairman of the Ethics Committee, approving the Ethics Committee members and reporting to the DBOD any ethics issues.
- Chairman of the Governance and By-Laws Committee, assigning members as required.
- Assigning DBOD to be members of the BLMF Trustees (usually the Secretary and Treasurer)
- Liaison with QCED President

**Director of District Support Functions:**

Oversee the Standing Ovation Review program, reply to SOR requests and train SOR reviewers as required.

Oversee District awards

Maintain and provide all District traveling award plaques and trophies, presented at Spring and Fall Conventions.

Liaise with BMAL designate on Tall Timbre Awards.

Chair the EVG BOTY and Hall of Fame committees.

Coordinate activities in the areas of Presenter requests, Awards, Recognitions, and Installations as needed.

Prepare an annual budget.

Attend all meetings as requested: DBOD, HOD, HCNW, RLA's, etc.

Reviewed Rob Macdonald, Bobby Huber January 2018