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Evergreen District

Leadership Duties, Responsibilities & Position Descriptions

October 2023

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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
BHS	– Barbershop Harmony Society
BLMF	– Bud Leabo Memorial Fund
BMAL	- Board Member At Large
BMI	– Broadcast Music, Inc.
BOTY	– Barbershopper of the Year
C&J	– Contest and Judging
DBOD	– District Board of Directors
DCD	- Director, Chapter Development
DC	- Director, Communications
DCR&J	- District Representative, Contest & Judging
DE	- Director, Events
DP	- District President
DPC	- District Presidents Council
DS	- District Secretary
DT	- District Treasurer
EVG	- Evergreen District
EVP	- District Executive Vice-President
HH	- Harmony Hall, BHS
HCNW	- Harmony College Northwest
HOD	- House of Delegates
HOF	- Hall of Fame
MOU	- Memorandum of Understanding
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
SOR	- Standing Ovations Review
SPEBSQSA	- Society for the Preservation & Encouragement of Barbershop Quartet Singing in America, Inc
TLCALD	- Team Leader, Chapter Administration & Leadership Development
TLDD	- Team Leader, Director Development
TLMD	- Team Leader, Musical Development
TLYiH	- Team Leader, Youth in Harmony
TTA	- Tall Timbre Award
YIH	- Youth in Harmony
TTA	- Tall Timbre Award
YIH	- Youth in Harmony

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Preface

As a result of the adoption of the Standard District Bylaws along with the required Memorandum of Understanding between the District and BHS, the long-standing policy focus of the District Board (DBOD) became operationally focused with the adaptation of the District Policy and Procedures and organizational documents to include identification of roles and responsibilities of key officers and leaders, management of district events, succession planning to include training of chapter/chorus/singing community key officers and future leaders, encouragement of community interaction and support opportunities with emphasis on youth outreach programs, and open communications at all levels of leadership.

The purpose of this document is to provide the roles and responsibilities of the makeup of the District Board of Directors.

District Board of Directors (DBOD)

In 2022 the House of Delegates (HOD) approved the reformulation of the 2023 DBOB positions as:

- District President (DP)
- Executive Vice President (EVP)
- Immediate Past President (IPP)
- Secretary
- Treasurer
- Director, Communications (Board Member)
- Director, Events (Board Member)
- Director, Education (Board Member)

At the same time the HOD approved adding the Dean of Harmony College Northwest to the Board in a non-voting role.

In 2023 the HOD approved the reorganization of the 2024 DBOD, specifically the Board Member positions as follows: Director, Chapter Development (Board Member) and added an additional Board Member at Large position. The Directors, Communications and Events (Board Members) positions are maintained.

Under each of the board responsibilities, team leaders are added to fill specific leadership positions to include: membership development, music and administrative team leadership, training and coaching, director development, direct chapter support, website management, social media outreach, publication of district communications programs, internal and external marketing and public relations, accrual of district history, oversight of district sponsored events, meetings, conventions and training opportunities, and the coordination of district's contest and judging program.

All members of the DBOD (less the Dean of HCNW) will have full unrestricted voting privileges at all Board and HOD meetings.

It is imperative that all members of the District Board strive to find ways to help, and to demonstrate "lead by example" to support the vision and mission of the Evergreen District.

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The Evergreen District, because of its geographic size will always be in search of individuals to assist in the delivery of localized programs and services through active recruitment of leaders at all levels.

All DBOD members share several universal responsibilities:

1. Recognize that individual actions will overlap with others.
2. Keep each other informed and updated on their individual areas of responsibility through open, constructive, and objective communications.
3. Attend and participate in all DBOD meetings, in person or by electronic means.
4. Communicate, using phone, email, website, Basecamp (or equivalent) and social media platforms as they are developed.
5. Add personal expertise and experience to assist in successful planning and execution of District sponsored events and programs.
6. Communicate with chapters/choruses/singing communities to improve understanding and functionality of how the district can assist in their development and growth.
7. Adhere to EVG guidelines for submission of expense reports to include per diem and other operational expenses.
8. Support development of the BHS/EVG MOU, overall business and departmental team plans to include vision, mission, goals/objectives, budget, and projected outcomes.
9. Recognize and utilize the assistance and experience of past and present district leaders, peers in other districts, and persons who have previously held leadership or committee positions in EVG and the BHS staff members.

District President (DP)

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

Key focus points include but are not limited to: District operations and management, coordination of special events, communications, chapter support, District support, and finance, committees created as needed for short-term tasks, open two-way open communications with the Society, HH staff and the DPC.

Duties and responsibilities:

- Serve as the Chief Executive Officer of the District
- Attend Society meetings as required, including but not limited to meetings at the Midwinter Convention, the International Convention, or periodic Leadership Summits.
- Manage District Directors and Committee Chairs, who are charged to ensure that Society/District programs and policies are implemented at the District and Chapter level/
- Supervise and monitoring all administrative functions and activities of the district.
- Maintain knowledge of all governing documents.
- Establish annual District priorities and MOU goals with the DBOD, setting the pace to promote their successful achievement.

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- Report progress toward achieving MOU goals to the CEO of BHS, to be included in the BHS Annual Report.
- Preside over and chair all DBOD meetings and HOD meetings.
- Serve as the district spokesperson, directing all programs, appointing chairs for activity functions, and committees as needed to study new concepts, review policy, and deliberate on other issues.
- Communicate with District Officers with written, verbal, and electronic communications and in any other manner to ensure activity progress in the interim between DBOD meetings.
- Develop a District work plan, approving all financial matters, and reporting to the SBOD on such plans and budgets, as required.
- Oversee the District Ethics Committee and communicating regularly with the Chair of the Ethics Committee regarding any ethics violations within the district.
- Communicate with Evergreen DBOD and BHS headquarters and needed or required.
- Serving as the liaison between the Society Board Members or Society Staff member and the Chapter Presidents.
- Ensure appropriate agendas are created and distributed on time as per the District Operations and Policy Manual and District Bylaws.

In addition to the responsibilities above the DP will:

- Appoint a Nominating Committee and assign tasks to the committee with emphasis on developing succession planning and immediate expertise needs.
- Appoint an Ethics Committee Chair and committee members and will be the primary recipient of their reports for action required by the DBOD.
- Serve as Chair of the Governance and By-laws Committee, assign members as required.
- Assign the Secretary and Treasurer to serve on the BLMF.
- Liaise with QCED President.

District Executive Vice President (EVP)

The EVP serves as the primary back up the DP when needed or appointed. This person assists in coordinating activities with all District Officers.

Key focus points: review and assist in the improvement of policies, procedures, and overall operations of the district its events, communications, chapter support, district support, and finance.

Duties and responsibilities:

- Attend and actively participate in all DBOD and HOD meetings.
- Perform such duties as may be assigned by the DP, DBOD or HOD.
- Assist the DP and DBOD in implementing and managing the policies and objectives of the district.
- Serve as the key host for visiting BHS representatives and other VIPS who may attend District functions, when requested by the DP and IPP.
- Represent the EVG, as requested by the DP, at Society, District, Standing, or Special Committee meetings.

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- Provide reports on special projects, as needed, or requested.
- Attend BHS meetings, in particular the District President Council meetings at the Midwinter and International Conventions or other BHS Leadership events.

District Board Member At Large (BMAL)

The BMAL is a representative of the general membership on the DBOD. This role is a hybrid position, wherein the BMAL represents the voice of the members while simultaneously rotating through the functional areas to learn District operations. This person will become familiar with all district governances, policies and procedures, district and society by-laws, and operational and organizational structures and programs. This person is carefully selected with a view toward achieving positions of greater responsibility within the district and becomes a key figure in DBOD succession planning.

Key focus points: representing the voice of the district members in DBOD discussions and learning District operations.

Duties and responsibilities:

- Support specific Directors and Team Leaders as requested or assigned by the DP or the DBOD.
- Assist the DP and DBOD in carrying out the policies and objectives of the DBOD.

District Secretary (DS)

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

Duties and responsibilities:

- Serve as the District custodian of business records and correspondence to include District By-Laws, Operations & Policy Manual, Articles of Incorporation, and other important, critical, and legal documents.
- Record, transcribe, and distribute the minutes of all DBOD and HOD meetings appropriately with 30 days. Once approved, post on the district website.
- Uphold the requirements of a non-profit organization with annual filings of incorporation status.
- Prepare minutes of all board actions and distributes them, as well as district regulations and statements of policy to chapter delegates.
- Notify all District officials and chapter delegates of upcoming meetings.
- Attend all DBOD and HOD meetings.
- Communicate with the DP, DBOD, committee chairs, HOD and the Society as needed or required.
- Access centralized member data as requested through the BHS data management system.
- Order supplies for the DBOD as requested, approved, and budgeted.
- Serve as liaison to the district History/Archive Committee.
- Serve as Trustee Secretary of the BLMF.

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Other duties and responsibilities upon request:

- Manage district calendar and show clearances.
- Support and coordinate with the Director of Communications regarding postings on the district's events calendar.
- Issue show clearances and licenses and that they do not interfere with SAI and District. Also ensure that events are not within a 50-mile radius of another district or chapter sponsored event.
- Collect BMI/SESAC show forms and checks.

Provide Chapter Secretary Training and Subject Matter Leadership

- Serve as liaison between Chapter Secretaries, the DBOD and Society Headquarters.
- Monitor and assure annual reporting of chapter/chorus/singing community leaders.
- Give guidance and support to chapters as needed.

District Treasurer (DT)

The District Treasurer is responsible for monitoring and managing the day-to-day financial operation and health of the district. This includes tracking budgets, business plans, and expenses.

Key focus points: oversee district budget, budget planning, expense management and special funds coordination, assist chapters/choruses/singing communities with financial questions, support, and specific training.

Serve as Treasurer of the Bud Leabo Memorial Fund.

Duties and responsibilities:

- Maintain accurate financial data and records.
- Manage and secure applicable software applications, passwords, back-up storage systems that prepare, report and monitor district's financial status.
- Supervise the preparation of and filing of annual tax returns with the IRS on the required schedule.
- Reconcile district checking and savings accounts monthly and immediately report any discrepancies or oddities to the DP and DBOD.
- Prepare and distribute summary financial reports at least 30 days in advance of all DBOD and HOD meetings.
- Prepare annual reports as required by national, state, provincial and Society Rules and Regulations, or as appropriate on the financial status of the district.
- Prepare and present budget to DBOD and HOD with input from DBOD and team leaders.
- Prepare quarterly update reports of any activities for DP and EVP.
- Review events accounting document for accuracy: to include expense vouchers, special events budget, meeting reports, and prepare and distribute summary reports to DBOD, Directors and Team Leaders.
- Reconcile BLMF accounts monthly.
- Maintain financial records, analyzing expenditures and being ever cognizant of state/provincial/federal policies regarding non-profit organizations.

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- Retain documentation of expense reimbursements and payments.
- Instruct all District officials on expense reporting procedures and policies.
- Assist assigned person with annual audit.
- Look for ways to smooth financial reporting systems input and output.
- Create budget recommendations for future planned expenditures and programs.
- Write articles for district publications pertaining to financial matters and issues.
- Maintain accuracy of What If letter.

Immediate Past President (IPP)

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

Duties and responsibilities:

- Act as an advisor to the DP and DBOD.
- Serve as the Chair of the District Nominating Committee.
- Serve as Chair of Past District Presidents Council.
- Assist the EVP in hosting Society representatives and VIPS at District functions and events.

District Directors

The duties and responsibilities of District Directors will vary depending upon their respective areas of responsibility. The responsibilities may change depending upon specific goals set by the DBOD. The responsibilities shall be managed by the DBOD and detailed in this document. Positions may be added or removed at the discretion of the DBOD with approval of the HOD.

Expectations of Directors

1. Create a business plan that includes vision, mission, initiative, goals, budget, and other resources required.
2. Create an operational budget for their area of responsibility.
3. Report and communicate on a timely basis.
4. Prepare and submit written summary reports of actions and tasks 7 days in advance of all DBOD meetings and 20 days in advance of HOD meetings.
5. Report on outcomes of initiatives.
6. Have an open and constructive communications line open with all DBOD, Directors and Team Leaders to provide positive outcomes of their objectives and goals.

District Director, Chapter Development (DCD)

The Director, Chapter Development is responsible for membership, education, and chapter support. Within education, this includes both musical development (director, chorus, quartet, team, and individual training) and chapter administration/leadership education. This person will be responsible for education events including leadership academies, coordination of individual or group training, coaching and director development. In this regard this person shall work closely with the HCNW team. Additionally, this person will guide the district's effort for youth-in-harmony outreach.

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The Director, Chapter Development is responsible for coordinating the efforts of the DBOD in support of District's chapters/choruses/singing communities. This shall include all activities and efforts to increase growth of individual chapters, expand and broaden membership objectives, educate chapter leaders and members on their role as leaders both musically and administratively, and coordination of other support activities as needed. The team leaders for each of these functional areas shall report to the Director of Chapter Development.

The Director, Chapter Development will work with the DP to find the best qualified individuals to serve as Team Leaders in the various positions as outlined below. Team Leaders will be appointed by the DP with consent of the DBOD and serve at least one year. Team leaders will select and appoint their individual committee/team members to assist in outreach and event management. Together with the Director of Chapter Development they will establish goals and objectives for management and success.

The Director, Chapter Development should have experience in both chapter and district leadership. This can include service as a key chapter officer and district experience as former district committee chair, Board Member, or another significant role.

Duties and responsibilities:

- Open communications with team leaders.
- Establish short- and long-term goals with their team leaders.
- Develop budget for their area of responsibility with input from team leaders.
- Write regular, motivating articles for district publications.
- Primary focus within all areas of responsibilities will be to help improve the overall growth, management, training, and community outreach of the district's chapters/choruses/singing communities.
- Coordinate on-going training at all levels of chapter/chorus/singing community leadership both administrative and music.

Team Leader for Membership

The Team Leader for Membership helps chapters grow in strength and numbers. This person develops a team to provide support to chapter leaders, provide inspiration and ideas, and encourage the implementation of effective membership procedures and programs. Additionally, this person and the associated team help keep the chapters informed of methods of making and keeping the organization vibrant, including encouraging chapter participation in all multi-chapter activities to which they are invited.

The Team Leader for Membership shall have had prior chapter, district, or society experience in recruiting, retention, or corporate/civic experience in human resources, recruiting or job placement.

Duties and responsibilities:

- Report to and coordinate with the Director of Chapter Development on all membership matters.

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- Develop, administer, and maintain an effective program in the district focusing on recruiting, orientation, and retention that can be utilized within chapters/choruses/singing communities regardless of their size or geographic location.
- Develop a program to assist chapters that request specific assistance in membership development.
- Recruit and develop a team of regional volunteers to work closely with chapter leaders.
- Provide inspiration, tools, resources, and ideas to promote and strengthen membership recruitment and retention in existing chapters.
- Help develop and implement programs that will stimulate membership growth in local areas.
- Support all Society membership and extension programs.
- Encourage chapters to develop their own on-going recruitment and retention policies, procedures.
- Help chapters develop specific, attainable goals in harmony that support their own and the district's vision and mission statements.
- Prepare regular reports for the DBOD and for the HOD meetings.
- Attend local regional gatherings and events to promote membership related programs.
- Write regular, motivating articles for all district publications.

Team Leader for Musical Development

The Team Leader for Musical Development serves as the primary liaison for on-going music education at the chorus level with the goal to help improve musical performances and rehearsals.

Musical Development

The role of the Team Leader for Musical Development is to offer training and support for developing strong chapter music leaders and a robust and functioning music team.

Musical development is different in each chapter, but in all, development of a strong music team is essential. Members of the chapter music team should be knowledgeable about the barbershop style of singing. At the very least, the team should consist of a team leader (potentially the chorus director or vice president of music) along with section leaders for each singing part (tenor, lead, baritone, bass). The team may also include individuals focused on visual and/or performance.

Duties and responsibilities:

- Communication with the DBOD, and Society headquarters as needed.
- Attend all DBOD meetings, district sponsored events to promote music education programs as needed or specifically requested.
- Write regular, motivating articles for the Greensheet and Timbre publications.
- Present a draft budget to the Director Chapter Development and work within the budget approved by the HOD.
- Coordinating coaching, performance education and performance improvement at the local chorus level.
- Encourage local choruses to participate in special coaching sessions hosted by other choruses and attendance as a group or individuals to HCNW or HU.

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- Encourage utilization of the coaching program opportunities offered by QCED for chorus, ensemble, or quartets within their organization.

Chorus Director Development

The Team Leader for Musical Development will lead efforts to develop directors for chapters/choruses/singing communities. To this end the Team Leader will access director development experts to help the music performance and member enjoyment of barbershop singing through continuous improvement of director tools and coaching assistance. These experts provide tools to encourage consistent skill set upgrade efforts by chorus directors.

Duties and responsibilities:

- Develop and maintain on-going relationships with individual chorus directors.
- Develop regional workshops for directors to improve their technical and leadership skills.
- Encourage directors to attend Harmony College Northwest and HU.
- Develop master and beginning director classes for regional workshops.
- Develop and encourage programs for associate directors and section leaders that will assist the front-line director.
- Organize Master Classes, Chorus Director Workshop Intensive and other relevant classes.
- Work with chapters to utilize or encourage outside directors as guest directors, coaches, or instructors.
- Propose and coordinate classes to benefit chorus directors at HCNW.
- Utilize the talents and skills of neighboring directors or district chorus champion directors as coaches and mentors.
- Facilitate district-sponsored music and performance training events.
- Write regular, motivating articles for all district publications.

Youth in Harmony (YiH)

The Team Leader for Musical Leadership will assist chapters with development of programs to support Youth-in-Harmony outreach programs in local communities currently supporting a chapter/chorus/singing community.

Duties and responsibilities:

- Communicate, promote, and encourage YiH outreach programs at the chapter level.
- Share examples of YiH success stories through articles in district publications.
- Make suggestions of ways to be involved and provide YiH efforts in the community.
- Provide resource tools to assist it developing YiH activities.
- Solicit YiH scholarship applicants to HU/HCNW and encourage music educators to participate at HU and HCNW.
- Encourage all chapters to be aware of all District and Society policies regarding youth events.

Team Leader for Chapter Administration and Leadership Development

The Team Leader for Chapter Administration and Leadership Development will coordinate leadership training within the district for chapter/chorus/singing community leaders and teams.

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The focus for this team will be to provide training for chapter/chorus/singing community leaders through participation at local, regional or district wide education seminars and workshops. These sessions may be through electronic self-teach programs, group discussion or facilitator-based events or programs.

Leadership training maybe duty specific or round-table discussion on leadership related topics, concepts, or programs.

Small group team leaders will be assigned to work within specific regions as training organizational coordinators. Together with input from current chapter leaders a curriculum will be developed along with the means presentation delivery that will fill the needs of the local chapter/chorus/singing community.

- Develop effective District training for chapter leaders and committee chairs.
- Recruit facilitation experts in the Leadership and Administration categories that can assist chapters in their skills development.
- Coordinate and administer admin leadership education events on a regional or District wide scale.
- Recruit training staff for District education events.
- Coordinate chapter leadership improvement roundtable discussion to include in-person or on-line classes.
- Create, develop, and coordinate on-line learning resources for chapter leaders.

Team Leader for Chapter Support

The Team Leader for Chapter Support shall perform duties as assigned by the DP or the DBOD and the Director of Chapter Development.

This person shall assist chapters through open communication to help determine and create specific opportunities for training, coaching, and community outreach.

This position will be responsible for developing chapter liaisons to assist and improve communications channels and enhance cooperation between the district and chapters.

Always strive to find ways to help, and to demonstrate “lead by example” to support the vision and mission of the district.

District Director, Communication (DC)

The Director, Communication is responsible for all forms of communication in the district including Timbre, Greensheet, Chapter Leader News, website, social media platforms, history, chapter stories, internal and external marketing. This person is also responsible for sharing information about recruiting and retaining members.

The Director, Communications promotes and facilitates vital communication between the district, chapters, and District members, as well as to provide support for inter-chapter communications. Members of this team provide expertise in the following areas of communications:

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- Evgdistrict.com. - District website
- Greensheet – monthly online newsletter
- Timbre – quarterly online District bulletin
- Marketing and Public Relations Advisor
- Facebook – District
- YouTube - District
- Historian – District Historian

The Director, Communications will serve as voting member of DBOD and HOD and will maintain oversight on each of the members of the Communications Team. The DOC must maintain a basic understanding of the duties and intent of each of the team's functions and responsibilities.

The DOC will provide written reports and updates of the team and its functions.

Members of the team will include Webmaster, Greensheet Editor, Timber Editor, Marketing and PR Team Lead, Social Media Administrator and District Historian.

- **Webmaster(s) of the District Website – evgdistrict.com**
 - 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.
- **Editor of the Greensheet**
 - Publish the Greensheet twice monthly, on or about the 1st day of the month.
 - Regularly contact District Leadership for items to include in this publication.
 - Items of interest would include:
 - District events and activities
 - Educational events (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 1st day in each of the months of March, June, September, and December.
 - Regularly contact District Leadership for items / articles to include in this publication.
 - Ensure each quarterly issue is made available for distribution to Evergreen chapters and members.

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- **Marketing and Public Relations Advisor (M&PR)**
 - Be the contact person for chapter officers within the district.
 - Provide tips to aid chapter 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.

- **Social Media Administrator**
 - Be the main administrator of the Evergreen Facebook page and other social media.
 - Assist Evergreen Chapters with their social media efforts.
 - Encourage members to share and like Facebook postings.
 - Encourage social media 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.

District Director, Events (DE)

The Director, Events (DE) is responsible to oversee all contests and conventions, in concert with DRC&J. In due course, this person will guide all district events, including education events.

The Director, Events oversees District sponsored conventions, including soliciting local chapter support, approves District events dates and locations, and oversees the District Events Team. This person reviews and approves all contracts associated with District events and coordinates contest/judging activities with other convention activities and facilities.

Key focus points: organization and selection of regional conventions or festivals, district convention/meetings, international preliminaries contest, execution of contracts for all District sponsored events, and working closely with the DRC&J.

Duties and responsibilities:

- Solicit and select local chapter or chapters support for Division and District Conventions and the International Prelims Contest.
- Maintain a schedule for all Division Conventions, International Prelims, and the District Convention.
- Assist with negotiations and reviewing and approving the contracts with venues and hotels for District and Division Conventions, HCNW and major educational events.

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- Strive to execute and maintain contracts with facilities a minimum of one year in advance of the District and Division events.
- Recruit a District Events Team, to oversee District conventions, assist in Division conventions and support other events in the district.
- Support the District Representative of Contest and Judging (DR C&J) to meet the contest and judging needs for Division and District Contests.
- Ensure prudent fiscal management or oversight of the District Convention.
- Provide status reports to the DBOD.
- Coordinate with the Treasurer on the financial activities for the District Convention or other events identified by the DBOD.
- Establish specific, attainable goals in harmony with the District Mission and Vision Statements.
- Develop a team with sufficient members to accomplish the chosen goals.
- Prepare regular reports for the DBOD and for the HOD meetings.
- Write regular, motivating articles for District publications.
- Coordinate activities with the other Directors.
- Present a draft budget to the DBOD and work within the budget approved by the HOD.

District Representative, Contest and Judging (DRC&J)

The Director, Contest and Judging (DRC&J) is responsible for the administration of all District contests. This person ensures all contests have judges as required and is also responsible for the development of judges and contest administrators within the district.

Key focus points: selection and coordination of judging support for all contests, coordinate travel, lodging, meals, other essential requirements of the judging panel and participants.

Duties and responsibilities:

- Attend appropriate Society C&J meetings to including participating in regular conference calls.
- Communicate, interpret, and coordinate Society/District C&J policies and rules within the district.
- Organize and administer all contest judging activities within the district.
- Communicate with all potential contestants in Division and District contests.
- Promote and oversee all applications of judging candidates from the district and scheduling practice panels at Division and District contests, as needed.
- Advise the winning District Quartet Champions of their responsibilities to the district.
- Work with the DET and each Convention Chair to ensure that all contest venues have suitable sound and lighting systems for contests.
- Communicate with the DP, Convention Chair, Society Contest & Judging Committee Chair, and the Society headquarters, as needed or required.
- Update the Evergreen District C&J Rules document.
- Establish specific, attainable goals in harmony with the District Mission and Vision Statements.
- Prepare regular reports for the DBOD and for the HOD meetings.

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- Write regular, motivating articles for District publications.
- Coordinate activities with the other Directors.
- Present a draft budget to the DBOD and work within the budget approved by the HOD.