

Sweet Adelines International Task Forces

With Personnel and Mandate

February 9, 2022

RMT Documentation Review Task Force

Sharon Cartwright, Chair

Marilyn Cox

Wendy Davies

Sue Englebert

Leslie Mackay

Janell Mason, Corporate Secretary, Staff Liaison for the Task Force

Purpose:

The purpose of the *RMT Document Review Task Force* is to review RMT related documentation (defined in the mandate below) and make recommendations for updates.

Mandate/Objectives:

1. Review the RMT handbook and recommend updates and revisions: timeline, 6 months
2. Review the RMT and regional job descriptions and recommend updates and revisions: timeline, 6 months
3. Review the RMT coordinator videos and recommend updates and revisions: timeline, 6 months
4. Review the State of the Region report format and delivery method and recommend updates and revisions: timeline, 6 months

The task force reports through the Regional Leadership Committee (RLC). An interim report is to be prepared and submitted to the RLC in September 2020. A final report is expected for March 2021.

Small-Medium Chorus Value Proposition Initiative Task Force

Jenny Harris, Co-Chair

Valerie Renz, Senior Director of Membership, Staff Liaison for the Task Force, Co-Chair

Elaine Hamilton

Heidi Zacchera

Laura Crockett, Membership Specialist, Staff Liaison for the Task Force

Keisha Gansen, Membership Specialist, Staff Liaison for the Task Force

Mandate:

- 1) Study and identify the leading causes of chapters choosing to disaffiliate from Sweet Adelines.
- 2) Study and identify the leading causes of chapters disbanding.
- 3) Identify best practices from regions and chapters which are growing.
- 4) Provide material and education to regions, chapters, and members that describe:
 - a) The value and benefits of Sweet Adelines International membership
 - b) How to define their own value proposition on the region or chapter level
 - c) How to articulate and share both the value of their chapter or region and the organization with current and prospective members
- 5) Make recommendations to the organization for ways to:
 - a) Increase the value received by each chapter from the regional and international levels
 - b) Strengthen the culture of recognition and appreciation for small and mid-sized chapters
 - c) Ensure regions are well-equipped to address the "value proposition" topic:
 - i) Consistently stay aligned with their message regarding the value they provide
 - ii) Ensure that incoming officers understand the value proposition
 - iii) Understand the region's unique value proposition and reevaluate when/if necessary

Song Assessment of Organizational Materials Task Force

Sue Englebert, Chair

Lisa Pitney

Mary Teed

Leigh Whitelaw

Kim Berrey, Director of Marketing, Staff Liaison for the Task Force

Mandate:

To ensure all songs presented in performance recordings and all education material across all Sweet Adelines International headquarters-managed online platforms do not include racist lyrics, messages or history.

Reporting Relationship:

This Task Force will report to the International Board of Directors (IBOD). Any recommendations made by the task force will be approved by the IBOD. All reports submitted to the IBOD are to be sent to the Task Force Specialist as well.

Objectives and Deliverables:

1. Create a plan of action for the review of all headquarters-managed organizational online platforms (website, YouTube, social media accounts, etc.) to identify the use of songs that are inadmissible for performance by Sweet Adelines

Deliverables:

- Prioritized tactical plan and schedule for reviewing all SA platforms
- Develop budget during planning and include in Initial Report as a recommendation
- Provide estimate of time required to support activities of the Task Force (i.e., One month of staff effort x 6 hours a week = x)

Timeline: One month

2. Implement the above plan of action: Review published performance recordings and educational materials to identify the use of songs that are inadmissible for performance by Sweet Adelines

Deliverables:

- List of all songs located on Sweet Adelines International's platforms
- List of all songs which have been assessed and rated using the Song Assessment Tool and associated shared database, and accompanying information about where and how each song had been used in SA online platforms.
- Recommendations for actions to be taken for songs identified as inadmissible
- Stakeholder communications of review progress and outcomes

Timeline: One year (dependent on plan developed in objective 1)

Sound Category Judging Category Description Book Update Task Force

Mary Rhea, Chair

Sandy Marron

Beth Smith

Valerie Taylor

Kim Vaughn

Emily Mock, Judges & Competition Coordinator, Staff Liaison for the Task Force

Mandate:

- Review, update, and revise the Sound Category section of the JCDB using current professional terminology and description
- Revise or delete any non-inclusive pronouns or song material
- Provide the revisions with similar professional tone and writing to coordinate with the JCDB

Timeline for completion – three to six months:

- Judge Specialists review new language in June 2021 – due to Headquarters by June 4, 2021
- EDC reviews new language in August 2021