

Sweet Adelines International Task Forces

With Personnel and Mandate

September 17, 2024

RMT Handbook Update Task Force – instituted January 2023

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

Purpose:

Produce a current resource for Regional Management Team members to learn their roles and responsibilities for governing their regions.

Reporting Relationship:

The RMT Handbook Update Task Force reports to the Regional Leadership Committee.

- Submit all plans, concepts, formats as well as draft and completed content to the RLC for approval.
- The RLC will facilitate required stakeholder approvals with the Education Direction Committee (EDC) and the Sweet Adelines Education, Marketing and Corporate Departments.
- All reports submitted to the RLC are to be sent to the Task Force Specialist and Resource as well.

Objectives, Deliverables and Timeline:

Deliverable: Project Management Plan

1. Review and discuss the RMT Documentation Task Force's short-term recommendations regarding the RMT Handbook Updates with the Chair of the Regional Leadership Committee.
2. Consolidate the brief and scope of work by developing a project management plan with resources required as well as input and review milestones, and a version control approach.

Deliverable: Updated Content

3. Liaise with experienced RMT Portfolio Coordinators, nominated by the Regional Leadership Committee to research current and improved practices coming from the regions and what needs the most focus.
4. Write and edit updated and new content, managing approvals to achieve a penultimate, proof-read Word document.
5. Manage and document the outcome of penultimate draft review and requests for amendments to achieve final content draft ready for creative design and layout.
6. Identify the priority role-specific content elements for the eight RMT Coordinator roles to support new 2023 RMT member induction. This content will be the focus of the first deliverable and a manageable subset to apply and refine the creative design and layout direction.

Deliverable: Delivery format, instructional design and creative design/layout approach

7. Determine the appropriate delivery format for the RMT Handbook (including the interim quick start/interim materials), considering navigation and accessibility factors as well as possible instructional design elements. This is to be done in consultation with Susan Smith, Chief Philanthropy and Administrative Officer or her delegate aligned to opportunities within Sweet Adelines' new Learning Management System.

RMT Handbook Update Task Force (continued)

8. Determine simple instructional design elements (e.g. self-testing, scenarios, feedback methods) for the updated content, ready for creative design, layout and programming.
9. Produce a creative page design and layout concept for approval by the Regional Leadership Committee and the Sweet Adelines International Headquarters Marketing Department. This will result in an approach to break up the heavy and dry narrative content with simple diagrams, bulleted lists, tables, illustrations and visual devices to link to audio and video content housed on the Sweet Adelines International YouTube Channel.

Deliverable: Phase One of new RMT Handbook — quick-start/interim materials for new RMT member induction

10. Produce materials for the Phase One deliverable, in whatever delivery format and layout is considered feasible to be ready for the 2023 intake of new RMT members.

Deliverable: Phase Two of new RMT Handbook — completed publication

11. Contribute information to the Sweet Adelines International Marketing Department as required to enable them to prepare the website location and marketing materials to engage RMTs.
12. Layout design and programming to produce a finished RMT Handbook, tested and ready for digital publication and distribution by the Sweet Adelines International Headquarters Corporate Department.

Timeline for completion

Timeline:

- **Project management plan** — items 1 & 2: one month, delivery by 31 May 2023.
- **Updated content** — items 3 to 6: six months, commence after completion of item 1, with delivery by 15 October 2023.
- **Delivery format and design** — Items 7 to 9: four months, commence after completion of item 2 with delivery by 30 September 2023.
- **Phase One - quick start/interim materials** — item 10: three months, commence after completion of items 4, 5 & 7, delivery by 15 January 2024.
- **Phase Two - completed publication** — items 11 & 12: three months, commence after completion of item 10 with completion by 15 April 2024, to allow for distribution by 15 May 2024.