

## Sample B—Application For Regional Position

## Personal Data

*Information from this form will be used to create candidate biographical information.*

Region # \_\_\_\_\_ ID Code # \_\_\_\_\_

Name \_\_\_\_\_ Member # \_\_\_\_\_

Chapter/Region \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country\_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

Email \_\_\_\_\_

# Sweet Adelines International Membership Data

How long have you been a member of Sweet Adelines International? \_\_\_\_\_

### Service (within the last 10 years)

Chapter positions held:  Board Member  Communications  Director  
 Marketing  Membership  Music Staff  PR Chair  
 President/Team Leader  Secretary  Show Chair  Treasurer

Other:

<input type="checkbox"/> Competition Coordinator	<input type="checkbox"/> Chapter Coordinator	<input type="checkbox"/> Class Facilitator
<input type="checkbox"/> Coach	<input type="checkbox"/> Comm. Coordinator	<input type="checkbox"/> Comm./Tech. Coordinator
<input type="checkbox"/> Chair of Regl. Convention	<input type="checkbox"/> Directors' Coordinator	<input type="checkbox"/> Education Coordinator
<input type="checkbox"/> Events Coordinator	<input type="checkbox"/> Facilities Coordinator	<input type="checkbox"/> Finance Coordinator
<input type="checkbox"/> Marketing Coordinator	<input type="checkbox"/> Membership Coordinator	<input type="checkbox"/> Mkt./Member Coordinator
<input type="checkbox"/> Newsletter Editor	<input type="checkbox"/> PR Chair	<input type="checkbox"/> Secretary
Teacher	Team Coordinator	Treasurer

Regional positions:

Other: \_\_\_\_\_

Five significant leadership roles held in Sweet Adelines:

International positions:  Arranger  Committee Chair  Committee Member  
 Faculty  Judge  International Board  
 Panel Secretary

Other: \_\_\_\_\_

#### Activity (within the last five years)

- How many international conventions have you attended? \_\_\_\_\_
- What international education events have you attended? \_\_\_\_\_
- How many regional competitions have you attended? \_\_\_\_\_  
 In what capacity (competing chorus, host, audience, etc.)
- What regional educational events have you attended? \_\_\_\_\_

#### Education/Employment Data

List education/training \_\_\_\_\_

Employment:  No  Yes  
 Full-time  Part-time

Occupation: \_\_\_\_\_

Past occupation(s): \_\_\_\_\_

#### Qualifications Profile

Check skills, strengths, or experiences that would be valuable to your region:

<input type="checkbox"/> Accounting/Bookkeeping	<input type="checkbox"/> Advertising/Marketing
<input type="checkbox"/> Central Mailing	<input type="checkbox"/> Computer Skills
<input type="checkbox"/> Contract Writing	<input type="checkbox"/> Convention Planning
<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Education
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Legal/Paralegal
<input type="checkbox"/> Motivational Leader	<input type="checkbox"/> Negotiator
<input type="checkbox"/> Program Manager	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Workshop Planning	<input type="checkbox"/> Writing Skills
<input type="checkbox"/> Other _____	

When asked to volunteer, do you prefer positions that are:

<input type="checkbox"/> Short-term	<input type="checkbox"/> Long-term	<input type="checkbox"/> Working on-site
<input type="checkbox"/> Working at home	<input type="checkbox"/> Well-defined	<input type="checkbox"/> Open-ended
<input type="checkbox"/> Group work	<input type="checkbox"/> Working alone	<input type="checkbox"/> Product-oriented
<input type="checkbox"/> Concept-oriented	<input type="checkbox"/> Chair	<input type="checkbox"/> Committee member

If you are not interested in a position on the regional management team, move on to Regional Committee Activity Possibilities section of this form.

Please rank the following regional coordinator positions you are interested in holding (1 = highest priority, 8 = lowest priority):

<input type="checkbox"/> Communications Coordinator	<input type="checkbox"/> Directors' Coordinator
<input type="checkbox"/> Education Coordinator	<input type="checkbox"/> Events Coordinator
<input type="checkbox"/> Finance Coordinator	<input type="checkbox"/> Marketing Coordinator
<input type="checkbox"/> Membership Coordinator	<input type="checkbox"/> Team Coordinator

Please complete the following questions (50 words or fewer)

Why are you seeking a position on the Regional Management Team?

How do you feel you can contribute to the Region as a member of the Regional Management Team?

What specific skills, ideas, talents, etc., would you bring to the Regional Management Team?

As a member of the Regional Management Team, what do you see as the number one priority for the position in which you are applying?

What is your vision for the Region?

What should be the priorities for the region over the next five-10 years?

### **References**

Please select references who have seen you work in this kind of leadership capacity and know you well enough to verify your qualifications related to service within the Region. Note: international headquarters staff and family members (for example but not limited to, spouse, partner, grandmother, mother, sister, daughter, aunt, etc.) are not eligible to provide references.

Name

Phone

Address

City/State/Province/Zip/Country

Name

Phone

Address

City/State/Province/Zip/Country

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**Regional Committee Activity Possibilities**

Below is a list of the chair, coordinator, event, resource, and committee positions currently functioning in the region. Please read the list carefully and indicate your preferences.

<input type="checkbox"/> Arrangers' Coordinator	<input type="checkbox"/> Bylaws and Rules
<input type="checkbox"/> CAL Liaison	<input type="checkbox"/> Central Duplicating
<input type="checkbox"/> Chair of Regional Convention	<input type="checkbox"/> Coaching/Faculty
<input type="checkbox"/> Convention Steering Committee	<input type="checkbox"/> Database Coordinator
<input type="checkbox"/> Director Certification Program Coordinator	<input type="checkbox"/> Education Resource/Direction Committee
<input type="checkbox"/> External Public Relations	<input type="checkbox"/> Faculty/Director Training Coordinator
<input type="checkbox"/> Fundraising Coordinator	<input type="checkbox"/> Harmony Emporium
<input type="checkbox"/> Historian	<input type="checkbox"/> Internal Public Relations
<input type="checkbox"/> Leadership Workshop	<input type="checkbox"/> Membership Resource/Direction Committee
<input type="checkbox"/> Newsletter Editor	<input type="checkbox"/> Outside Sales
<input type="checkbox"/> Pep Rally Coordinator	<input type="checkbox"/> Quartet Activities Coordinator
<input type="checkbox"/> Regional Directory Coordinator	<input type="checkbox"/> Regional Library Coordinator
<input type="checkbox"/> Regional Scheduling Coordinator	<input type="checkbox"/> Site Selection Team
<input type="checkbox"/> Summer Enrichment Time	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Young Women in Harmony Coordinator	

## Workshop Steering Committees:

<input type="checkbox"/> Area School Coordinator
<input type="checkbox"/> Leadership Workshop
<input type="checkbox"/> Other Workshops
<input type="checkbox"/> Summer Enrichment Time

Applicant Photo (Please attach a recent photo)

Return to Chair, Nominating Committee, Region #