

BARBERSHOP BASICS #7

Chapter Leadership/Structure

Sweet Adelines International Chapters have two options of governance. They may choose a traditional board of directors approach or the integrated management form of governance. With the traditional approach, either eight or twelve directors are elected for two-year terms. Integrated management governance consists of a management team composed of elected and appointed members, including the chorus director. The chart below outlines the main differences of each form of governance.

	BOARD OF DIRECTORS	MANAGEMENT TEAM
Number of Members:	8 or 12	6 to 12
Method of Selection:	Elected	Elected/Appointed
Term of Office:	2 year term (Number of consecutive terms stated in standing rules.)	1 or 2 year terms (term and number of consecutive terms stated in the standing rules).
Chorus director involvement:	May participate in discussion but not a voting member.	Team Member
Required positions (Job descriptions can be found in the <i>Standard Form Chapter Bylaws</i> .)	<ul style="list-style-type: none"> ▪ President ▪ Vice President ▪ Corresponding Secretary ▪ Recording Secretary ▪ Treasurer 	<ul style="list-style-type: none"> ▪ Team Coordinator ▪ Secretary ▪ Finance Manager ▪ Chorus Director
Selecting officers:	Board vote	Specified in standing rules
Committees Required:	<ul style="list-style-type: none"> ▪ Membership ▪ Nominating ▪ Bylaws and Rules 	Nominating (others specified in standing rules.)
Meeting schedule:	At least once a month	Specified in standing rules.
Decision-making:	Motion and vote (Administrative by board, musical by music team with board approval.)	Consensus (All decisions made by management team.)
Responsibilities:	<ul style="list-style-type: none"> ▪ Manages chorus funds ▪ Plans for goal achievement ▪ Oversees and evaluates ▪ Ensures open communication 	<ul style="list-style-type: none"> ▪ Manages chorus funds ▪ Plans for goal achievement ▪ Oversees and evaluates ▪ Ensures open communication

Standard Form Chapter Bylaws have been developed for both the management team and the board of directors forms of governance. Copies are available from the Director of Corporate Services at international headquarters.

COMMITTEE STRUCTURE

The *Standard Form Chapter Bylaws* [Article VII] state that each chapter should have a nominating committee, a membership committee and a bylaws and rules chair. The bylaws do not specify that these be the only standing committees. Other regular committees may be established to carry out the functions of the chapter. The need for additional committees will depend upon the size and goals of the chapter. Each committee is responsible for developing long-range plans for its function to support the chapter's goals. The board of directors or management team has the overall responsibility for the approval, implementation and evaluation of each committee's long-range plans. Each committee also should conduct an ongoing evaluation of its plans as a part of long-range planning.

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| <ul style="list-style-type: none"> ▪ Finance ▪ Quartet Promotion ▪ Makeup ▪ Choreography ▪ Telephone ▪ Printing/Duplicating ▪ Costume ▪ Ways and Means | <ul style="list-style-type: none"> ▪ History/Librarian ▪ Bulletin ▪ Social ▪ Music ▪ Chorus Contact ▪ Travel Coordination ▪ Public Relations ▪ Education |
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For more information on Chapter Organization, please see Section I of the **Chapter Guide**.

KEY CHARACTERISTICS OF SUCCESSFUL LEADERS

Know your strengths and weaknesses. Write down what you know about yourself, what you are good at and what you may need work on and then get the advice of a trusted friend who will tell you what they see in you. Make an effort to improve on your weaknesses.

Be educated. Learn all that you can about the organization so that your team will have full confidence in their leader and you in return will have full confidence in answering their questions.

Lead by example. Some leaders rely on their group to make decisions and some leaders are all talk and no action. Provide direction for your group with their opinions in mind and also take initiative to carry out the same work you ask of them.

Be accountable and trustworthy. Take responsibility for problems that arise without blaming others and be true to your word. This creates loyalty among the group and builds their confidence which in turn produces a positive environment and positive results.

Provide inspiration. The passion you have for your organization should be shared in a way that enables your team to feel passionate too. The ability to communicate this way increases the enthusiasm and drive within each team member.

Show appreciation and recognition. People crave to be recognized and appreciated for their efforts. Good leaders maintain a work environment in which people feel important by creating opportunities to provide rewards, recognition and thanks to their team.

Encourage open communication. Being open minded to other people's ideas and opinions allows opportunity for growth beyond your personal knowledge. Organize discussion panels for all group members so that when a final decision has been made they know their voices were heard.

RESOLVING CONFLICTS

Be proactive. By having thorough plans set in place, this will help avoid reactive situations. It's always better to be prepared and have questions or concerns addressed before they arise.

Avoid showing anger. Becoming angry and making a display of it in front of one or more people can cause tension among the entire group. This tends to produce harmful repercussions.

Indirectly point out mistakes. Avoid placing blame on any one individual and instead make general statements about what should or shouldn't have taken place. This prevents unnecessary disputes.

Look to compromise. When several opinions and ideas have been brought to the table try to come to a final decision that includes a small part of each person's thoughts. This way everyone feels they have been recognized.

Resolve arguments quickly. It's best not to let arguments linger too long. Make amends and put any disagreements behind you as quickly as possible so you can move forward with less difficulty. You have already taken significant steps towards becoming an impressive leader just by taking the time to read and absorb these important tips. Although leadership roles may come naturally to some, always consider refreshing your leadership style by reading the latest related articles and attending educational sessions. Leadership sessions are offered annually at the Sweet Adelines International Education Symposium. With all these helpful tips set aside, don't forget to be yourself, bring out what's best in you and enjoy what you are doing. Choosing to lead could be the most rewarding decision you make.

The preceding was excerpted from the Presidents' *Welcome Kit* from Sweet Adelines International.