

## ABC's of Sweet Adelines International

See how many you can identify:

<b>PVI</b>	
<b>IBOD</b>	
<b>RMT</b>	
<b>EDC</b>	
<b>IES</b>	
<b>DC</b>	
<b>CC</b>	
<b>CRC</b>	
<b>CRS</b>	
<b>IFP</b>	
<b>DEC</b>	
<b>IJP</b>	
<b>JCDB</b>	
<b>IMAP</b>	
<b>DCP</b>	
<b>EC</b>	
<b>MENC</b>	
<b>TLBB</b>	
<b>RLC</b>	
<b>ACJ</b>	
<b>RQA</b>	
<b>YSF</b>	
<b>IFC</b>	
<b>YWIH</b>	

**How do they all relate to you? Do you know what each contributes to your Sweet Adelines experience? Are you making use of our connections and opportunities?**

**What ONE action can you take in the next week to enhance your membership benefits?**

### **What's In It For Me?**

#### Understanding the "Big Picture" of Sweet Adelines International

##### Your Local Connection:

- Weekly educational and social opportunities through your regular chorus rehearsals, sectionals, quartets or other small ensembles related to your chorus.
- Outreach to the local community and the local music scene
- College and community music classes and/or private instruction

##### The Regional Scene:

- Participation in Regional Events
- Regional outreach to your chorus
- Youth Activities
- Chapter-to-chapter activities and connections
- Representation on the Regional Management Team

##### International Headquarters Connections and Resources:

- Departments, functions and "who does what"
- Resources available and where to find them
- Web site connections
- Reasonable vs. Outrageous! (Requests of staff)

##### International Board of Directors, International Programs and International Committees:

- Your representatives and what they do
- Purposes and responsibilities of international committees and how they directly affect you
- Funding

##### International Events:

- International Convention
- International Education Events and the new structure

##### "How Can I...?" Where do I find...? Who does ...?

- Questions from the class

##### Sweet Adelines Mission Statement:

***Sweet Adelines International is a worldwide organization of women singers committed to advancing the musical art form of barbershop harmony through education and performance.***

From the Sweet Adeline International Web site ([www.sweetadelineintl.org](http://www.sweetadelineintl.org)) Board and Committee Descriptions Page:

## **Board and Commi Descriptions**



Sweet Adelines International is run by volunteer members through an extensive committee system. Your interests and skills are needed, whether you serve at the chorus, regional or international level. There is always a committee grateful for your active participation. Many women in Sweet Adelines International began serving on a chorus board of directors, or management team, then became active in regional activities and eventually were appointed or elected to regional office. Musically and administratively, Sweet Adelines invites you to grow along with the organization.

**The International Board of Directors** is elected by the membership and functions as the governing and decision-making body of the organization. The Board elects the officers of the corporation. The International Board of Directors has the full authority to do all things necessary to fulfill the purpose of the organization, including strategic planning, the levying of fees and the execution of contracts. Board members work directly with the international headquarters staff to monitor and administer the organization's programs.

**The Education Direction Committee (EDC)** with guidance and approval from the International Board of Directors, plans, supervises and evaluates the work of the international subcommittees involved in planning, monitoring or implementing member education. The EDC also plans and oversees content of international educational events, oversees the Young Women in Harmony Program, approves faculty assignments, and initiates long-range planning, among other duties.

Subcommittee members, selected for their particular expertise, are recommended by the EDC to the International President and Executive Committee to be ratified by the International Board of Directors. The following is a synopsis of each committee reporting to the EDC:

**International Faculty Coordinators** evaluate and oversee the work of the International Faculty.

**International Music Arrangers Program Coordinators** oversee the administration of the

International Music Arrangers Program.

**Judge Specialists** administer the International Judging Program and evaluate the work of its members.

**Director Education Committee** is a standing committee named by the International Board of Directors as a direct response to the findings of the Director Education Task Force. The committee is charged with eliciting and overseeing the ongoing education of directors in our organization.

**Published Sales/Marketability Committee** reviews arrangements for possible publication by Sweet Adelines International.

The subcommittees just described report to the EDC because they are directly related to education or educational planning. Having a different direction, the following six committees report directly to the International Board of Directors:

**The Membership Committee** is a new committee named by the International Board of Directors. The committee is charged with creating and developing marketing/membership programs for membership growth and retention.

**The Nominating Committee** considers potential nominees for the International Board of Directors. The committee is composed of five members: three members of the International Board of Directors and two selected from the membership at large.

**Regional Leadership Coordinators** oversee regional leader education and training; evaluate and recommend Education Coordinators for appointment by the EDC.

**The Showcase Committee** plans the annual philanthropic Showcase performance benefiting the Young Singers Foundation and the Young Women in Harmony program. Showcase is held on Tuesday evening during international convention week. The committee oversees its production, and acts on behalf of the International Board of Directors in engaging performers for its shows.

**Young Singers Foundation Management Committee** oversees the grant and scholarship awards processes; plans, supervises and evaluates the work of subcommittees and volunteers; and oversees the planning and delivery of all fundraising activities.

**Editorial Review Board** reviews and evaluates editorial and advertising material submitted for publication in *The Pitch Pipe* and the *Sing eZine*.

From the Sweet Adelines International Web Site ([www.sweetadeliintl.org](http://www.sweetadeliintl.org)) Regional Management Team Page:

*Regional Manager*

Functioning as a regional management team creates new opportunities for members to become involved through team committees and subcommittees, while paving the way for direct communication between members and team members. Together, the regional management team performs the following duties:

- Serves as middle management and liaison to the international organization.
- Oversees activities of the region.
- Develops education focus for the region.
- Assesses the educational needs of the region and plan programs to meet those needs.
- Develops long-range plans based on the goals and values of the regional membership.
- Oversees and evaluate the implementation of long-range plans.
- Accepts fiduciary responsibility for the region; monitor regional financial processes.
- Develops a structure of task-oriented groups (teams, committees, staffs) that are responsible for devising strategies to implement plans determined by the management team.
- Monitors chapter compliance with corporate and regional bylaws, international policies and administrative procedures.
- Provides counseling to individual chapters.
- Ensures open communication at all levels of the region.
- Oversees election/appointment process.

**Following are brief descriptions of each position:**

**Communications Coordinator** (Regional Appointment)

–  
Maintains internal communication channels among the region, chapters, and individual members and receives and disperses communications from the international organization to the region.

**Directors' Coordinator** (Elected by directors in the region) –

Assesses and communicates directors' needs within the region and represents the interests of the region's directors on the Regional Management Team.

**Education Coordinator** (International Appointment) –

Plans curriculum for educational events such as seminars and workshops and develops, coordinates, and monitors regional education programs.

**Events Coordinator** (Regional Appointment) –

Facilitates securing appropriate venues for regional programs and events, including site inspections and negotiation of contracts.

**Finance Coordinator** (Regional Appointment) –

Ensures that all financial resources of the region are accounted for in an effective and efficient manner.

**Marketing Coordinator** (Regional Appointment) –

Develops and provides marketing and public relations programs that promote chapter and regional events, and membership growth and retention.

**Membership Coordinator** (Elected by members in the region) -

Plans and implements membership growth and retention programs, guides prospective chapters through the Steps program, and assists chapter in revitalization.

**Team Coordinator** (Regional Appointment) -

Facilitates meetings of the Regional Management Team, maintains the region's long-range plan document, and reviews and approves all chapter standing rules.

Application Process Summary:

To serve as a member of the regional management team, interested parties must complete the application process. Applications are distributed by regional leaders and/or chapters to any interested members. On the application form, members indicate which management team positions they would like to hold.

For more information and for a listing of your regional leaders, contact Corporate Secretary, [Anita Larsen](#).

From the Sweet Adelines International Web Site ([www.sweetadelineintl.org](http://www.sweetadelineintl.org)) Membership Section, "Programs Provided for Members"

## **Programs Provided Members**



The musical education available to members of Sweet Adelines International would be difficult to duplicate. You have the opportunity to learn and to perform. You are a part of an organization of approximately 27,000 women all over the world who enjoy singing barbershop harmony. Not only do you learn vocal production and music, you also learn choreography, stage production, costuming, makeup and much more in the field of entertainment. Training and certification programs are available to you in the areas of directing, arranging, judging, teaching (faculty), and more.

### **Program Descriptions:**

#### **Director Certification Program (DCP)**

The DCP is an educational home-study program designed to develop skills for Sweet Adelines International directors, potential directors, and musical leaders. Much of the information contained within the DCP Resource Modules is useful for ALL chorus members.

**Contact:** Contact the [Music Services Department](#) at international headquarters to apply for the program. Modules may be purchased through International Sales.

#### **International Faculty Program (IFP)**

The IFP program ensures a high quality curriculum at international events. Each faculty member participates in a certification program that is designed to keep her current with the latest information and teaching techniques.

**Contact:** For information on this program, or learn how to apply, contact the [Music Services Department](#) at international headquarters.

#### **International Judging Program (IJP)**

This program assures members that contest adjudicators are qualified and produce work that is consistent with the standards set by the organization. Trial scoring, individual critiques and biennial education provide comprehensive training.

**Contact:** For more information, or to learn how to enroll, contact the [Music Services Department](#) at international headquarters.

#### **International Music Arrangers Program (IMAP)**

The IMAP program provides in-depth training and certification for advanced arrangers and is a source of new music arrangements within the organization.

**Contact:** Contact the Music Services Department for more information on this program.

### **The Steps Program**

Administered by the Membership Department at international headquarters, the Steps Program assists prospective choruses through a series of steps to becoming a chartered chapter of Sweet Adelines International.

**Contact:** For more information on the Steps Program, or for information on starting a new Sweet Adelines chorus, contact the Membership Department at international headquarters.

### **Young Women In Harmony Program (YWIH)**

The Young Women In Harmony Program, sponsored by Sweet Adelines International, offers to music educators a means of including the study and performance of barbershop harmony in school music programs. The aim is to provide materials, training and performance opportunities for young women and to foster appreciation for this American musical art form. Free educator kits are provided to music educators. A YWIH Guide for Choruses is also available describing how to become involved in sponsoring a YWIH chorus.

**Contact:** For more information on the YWIH Program, contact the Education Department at international headquarters.

From the Sweet Adelines International Web Site ([www.sweetadelineintl.org](http://www.sweetadelineintl.org)) Education Section, "Sweet Adeline Terminology" by Toula Oberlies

Many times, we experienced Sweet Adelines forget that our newer members don't know what we're referring to when we say something like, "The *afterglow* at contest is going to be a blast!" or, "The risers on stage will have *fanny rails*!"

We also have the many acronyms we use. We, of course, know what all these phrases mean and assume that everyone else does too. That's not the case, of course, and the RMT in Region 4 was recently asked if it couldn't offer an article or column in the regional newsletter explaining the meaning behind a few of our most frequently used terms and acronyms.

Here are just some of them:

- SAI – Sweet Adelines International
- CC – Competition Coordinator
- CRC – Chair of the Regional Convention
- EDC – Education Direction Committee
- IMAP – International Music Arrangers Program
- PIPs – Past International Presidents
- YSF – Young Singers Foundation
- YWIH – Young Women In Harmony
- RMT – Regional Management Team
- COC – Communications Coordinator
- DC – Directors' Coordinator
- ED – Education Coordinator
- EVC – Events Coordinator
- FC – Finance Coordinator
- MKC – Marketing Coordinator
- MEC – Membership Coordinator
- RTC – Regional Team Coordinator
  
- *Afterglow* – cast party after a show or competition
- *All-in one* – undergarment worn under costumes
- *Break-a-leg* – said to wish someone well in a performance
- *Chorus Position* – downstage foot slightly in front of other foot, facing the director
- *Coning* – the art of adjusting to maintain the proper balance of a barbershop chord

- *Coronet Club* – association of members of all past International Quartet Champions (Queens)
- *Diphthong* – two vowel sounds sung on one note
- *Downstage* – toward the front of the stage
- *Dynamic Contrast* – planned volume changes to enhance performance of song
- *Fanny Rails* – rails attached to top row of risers
- *Hang Ten on the Risers* – standing forward to the front edge of the riser step
- *Inside Smile* – lifting of the soft palate
- *Off the Paper* – being able to sing your part without referring to the sheet music
- *Overtone* – unsung tone heard above the highest tone of a properly balanced and matched chord
- *Patter* – harmony parts singing different words while lead sings melody
- *Pickups* – beginnings of phrases sung by only one voice or one part
- *Physical Warmups* – warming up the body to provide suitable environment for the singing mechanism to operate
- *Quartet Etiquette* – displaying courtesy by not singing along with a foursome that is singing unless you are asked to join in
- *Ringing Chord* – when a barbershop chord is balanced, overtones are produced resulting in an exciting “ringing” sound
- *Ripple* – choreographed move that starts at one side of the chorus and travels to the other side
- *Stage Left* – the performer’s left, when on stage facing the audience
- *Stage Right* – the performer’s right, when on stage facing the audience
- *Tag* – the section at the end of the song that has been added by the arranger to give a sense of completeness
- *Traffic Pattern* – designated and carefully timed path followed by choruses and quartets on competition day(s)

- *Tuning* – refers to the ability to sing both “in key” and “on pitch”
- *Upstage* – toward the back of the stage
- *Vocal Warmups* – getting the voice ready to sing
- *Woodshedding* – the art of singing barbershop “by ear”, without a written musical arrangement.