

STATEMENTS OF POLICYGeneral

1. All Area 2 Chapter Presidents, or their delegates, will be voting members of the Area 2 Council.
2. The Area 2 Director is authorized to contact her Area Advisor in the opposite country and ask her to do a mailing in her country when the matter requires a vote by the Chapters.
3. The Area 2 Finance Committee will consist of the Area 2 Director, the Area 2 Treasurer, the two Area 2 Advisors, with one of the Area Advisors, as appointed by the Area Director, serving as Chairman and two Area 2 Chapter Presidents, elected by the Council annually, at the AC&C Council Meeting.
4. The Area 2 Council Assistants will be elected by the Area 2 Council at the AC&C Council Meeting for a period of two years. The Treasurer, Historian, Development Coordinator, Education Coordinator, Public Relations Coordinator and Website Coordinator will be elected in the even years; the Secretary, Quartet Promotion Chairman, Bulletin Editor, Manual Coordinator and Membership Coordinator in the odd years. All Council Assistants and Advisors are non-voting members of the Area 2 Council.
5. The Director of Area 2 Generations Chorus will be elected by the Area 2 Council at the AC&C Council Meeting for a period of two years. This position is not included on the Area 2 Council. She will direct the Generations Chorus at the next two AC&C's. Applicants will apply to the Area 2 Director by March 1 using the application form in Section II. The Area 2 Director will have the authority to appoint a mentor to assist the Generations Chorus Director in music and learning track selection, and directing skills. If no one is in the eligible age range, the Area 2 Director will request other applicants apply.
6. To comply with the wishes of Harmony, Inc. the Area 2 Council will meet at least two times during a one-year period, once at Area 2 AC&C and August/September. This second meeting may be held by teleconference as required. A meeting may be held at International Convention at the discretion of the Area 2 Director.
7. The Area 2 Manual and AC&C Guidelines will be automatically updated by the Manual Coordinator for any actions taken at Area 2 Council Meetings or teleconferences.
8. One copy of *Borderlines* is sent by email to the Area 2 Chapter Presidents, Assistants, Advisors and Associate Members who are in good standing. The Chapter Presidents are responsible for distributing to each of their chapter

**APPLICATION FOR
AREA 2 GENERATIONS CHORUS DIRECTOR (page 2)**

What leadership experience do you have?

Please list other experiences or abilities which may relate to the position of Generations Chorus Director.

What is likely to be your biggest challenge in this role?

DIRECTOR OF AREA 2 GENERATIONS CHORUS

Director should be a Youth Member of Harmony, Inc. (Age 25 or younger).

1. Aptitudes needed:

- Directing ability
- Knowledge of how to run a rehearsal
- Ability to keep moderate control of a rehearsal
- Ability to assess music
 - Interesting arrangements
 - Level of difficulty
 - Appropriateness for chorus
- Knowledge and ability to work on music with the chorus
- Ability to communicate with the chorus in a respectful and effective manner

2. Selection of the Director:

- The Director of Area 2 Generations Chorus will be elected by the Area 2 Council at the AC&C Council Meeting for a period of two years. This position is not included on the Area 2 Council.

3. Responsibilities of the Director:

- Choose music for the chorus, contacting arrangers for pricing by October 1.
- Promote participation in the Generations Chorus by utilizing the HarmonyConnection, Area 2 Facebook page, and the Area Council egroup to ask for singers, detailing the requirements for the chorus by November 1.
- The Generations Chorus is open to Area 2 youth members (25 and under) and those women who are related to another member (i.e., mother/daughter, sisters, aunt/niece, grandmother/granddaughter, etc.), although not necessarily connected to a youth member.
- Locate learning tracks or have tracks made (within the budget allotted by Area 2) by December 1. Priority should be given to learning tracks available from Harmony, Inc. vendors.
- Order music and learning tracks. Distribute to chorus by January 1.
- Keep track of the chorus members and what part they sing (very important!!)
- Arrange, with Area AC&C Chairman, for a rehearsal time and space by February 1.
- Stay in regular contact with the members of the chorus to keep them up to date with rehearsal information, music/word changes, etc.
- Run the rehearsal in a firm, but respectful manner. Note: There are a bunch of directors in the chorus so the Generations Director has to take charge, but still make sure to have fun.

AREA 2 MARKETING/PUBLIC RELATIONS COORDINATOR

1. Act as a marketing/PR resource to Area 2 Chapters. Contact all chapters and offer assistance, establishing that chapters are financially responsible for any fees and/or expenses involved.
2. Promote marketing/PR excellence within the Area. Advise chapters on promoting Harmony, Inc., Harmony Queens and quartets, Harmony, Inc.'s programs and other aspects of the organization.
3. Enhance chapters' PR/Marketing expertise. Ensure appropriate training in marketing/PR topics is available, either at AC&C or supplemental workshops during the year. Inform chapters about external marketing/PR training programs available to Harmony, Inc. members.
4. Assist Area 2 quartets by being a resource regarding marketing/PR advice and promotions help.
5. Become familiar with the *Discover Harmony Kit* and external marketing/PR resources: BHS's PROBEmotor, official publication for PR Officers and Bulletin Editors, *Chapter Marketing Ideas*, *PR Concepts*, and *Singing Valentines Guides*; SAI's *Selling Sweet Adelines Guide*; and electronic promotional vehicles.
6. Assist Hostess Chapters for AC&C, Education Days and Quartet Coaching Days regarding promoting their events to best advantage.
7. Interact with Harmony, Inc.'s corporate Marketing/PR Coordinator, Social Networking Coordinator, Website Manager and the Editor of *The Key-Note*, as appropriate, to represent Area 2's marketing/PR needs, programs, events and messages.
8. Work with the Area 2 Website Coordinator regarding Area 2's presence and key messages.
9. Work with the Area 2 Membership Coordinator regarding joint programs and/or marketing/PR to increase membership.
10. Submit articles, pertaining to marketing/PR topics to *Borderlines*, the Area 2 bulletin and send informational articles, ideas, tips and suggestions to chapters via the Area 2 Council e-group.
11. Submit follow-up articles and/or photos pertaining to the Generations Chorus to *Borderlines* (the Area 2 bulletin), Area 2 Facebook page and Area 2 website.
12. Attend all Area 2 Council Meetings.