

Sweet Adelines International Task Forces

With Personnel and Mandate

February 16, 2024

Learning Management System (LMS) Offerings Task Force

Thérèse Antonini, Chair

Roz Beste

Anne Downton

Leslie Galbreath

Bec Hewitt

Kaitie Bailey, Assistant Director of Education, Staff Liaison for the Task Force

Reporting Relationship:

The LMS Offerings Task Force reports to the Education Direction Committee (EDC), with Jenny Harris as their EDC Liaison.

Purpose:

The purpose of the LMS Task Force is to identify a list of options of educational offerings for inclusion on the Sweet Adelines LMS.

Objectives, Deliverables and Timeline:

Deliverable: List of options for LMS Curriculum: Due July 18, 2024, for presentation at August EDC meeting.

Create a list of ideas for future LMS education. The list should also include the following information for each item:

- Class/course suggested title
- Description
- Sequencing of course materials
- Prioritization (When should this be launched on the LMS?)
- Primary audience
- Track (Does this fit into an overall curriculum, if so, where?)
- Badge (Is there a qualification that the learners would achieve?)
- Theme (To what topic does this relate? E.g. performance, music selection, etc.)
- Level (Beginner/Intermediate/Advanced?)
- Rationale for inclusion on LMS
- Additional relevant information

Resources:

All Task Force volunteers shall be granted access to the DCP modules on the Sweet Adelines LMS, to see how curriculum could be displayed.

Budget:

The Task Force should provide the EDC with any estimated budgetary needs in the Deliverable.

Contribution to Guiding Principles:

This Task Force supports the SA mission of Elevating women singers worldwide through education, and specifically is related to the Guiding Principles

- Musical Excellence and
- Personal Empowerment and Leadership

RMT Handbook Update Task Force

Heidi Zacchera, Chair

Kim Alley

Kirby Cass

Jackie Kaminer

Becky King

Elaine Liebelt

Barb Patton

Kerry Stewart

Sharon Cartwright, RLC Chair, RLC Liaison

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.
8. Determine simple instructional design elements (e.g. self-testing, scenarios, feedback methods) for the updated content, ready for creative design, layout and programming.

RMT Handbook Update Task Force (continued)

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.

Youth Outreach Program Task Force

Alyson Chaney, Chair
Debbie Cleveland
Laura DeGraw
Karen Fish
Maggie McAlexander

Purpose:

The purpose of the Youth Outreach Program Task Force is to collaborate with staff to develop and recommend a revised youth outreach program which will ensure that the vision and legacy of SA's mission of *Inspiring and empowering voices to joyfully harmonize the world* extends into the future. The Task Force will research best practices and existing materials; develop a new "youth outreach toolkit" which will be delivered to Sweet Adelines regions; and make recommendations to the EDC for methods to promote the development of youth outreach at all levels (chapter, region, international).

Reporting Relationship:

The Youth Outreach Program Task Force reports to the Education Direction Committee (EDC), with Jenny Harris as their EDC Liaison.

Objectives, Deliverables and Timeline:

Deliverable 1: Project Plan: Due Dec. 1, 2023, for presentation at January EDC meeting.

Devise a Project Plan to create a toolkit offering tools for "Best Practices for Youth Outreach,"xxxxxxxxxxxxusing examples from strong and successful regional and chapter/chorus youth outreach programs. The Project Plan should include:

1. a timeline for the research phase of the project (Deliverable 2 below)
2. a timeline for the identification and delivery of planned toolkit elements (Deliverable 3 below)
3. estimates of budget needed to complete the tasks (if any)
4. an indication of dependencies within the schedule
5. a timeline for delivery of Further Recommendations (Deliverable 4 below)

Build time into the timeline for EDC review of toolkit items prior to publication. Toolkit items may be delivered in batches, but the timeline should reflect a completion date for the entire toolkit no later than June 30, 2024. Obtain EDC feedback/approval of the outline and timeline.

Deliverable 2: Research: Due April 30, 2024

Conduct research including:

1. Identify best practices for youth outreach in all countries represented by SA (Regions, Satellite Areas, etc.).
2. Review existing YWIH materials to identify outdated information, highlight current info for incorporation into toolkit.
3. Interview knowledgeable experts or stakeholders to gather information as needed.

Document findings in a report to the EDC (may be combined with other reports).

Deliverable 3: Create Toolkit: Due June 30, 2024

1. Repurpose, re-design, or create new items for the new toolkit according to the schedule in Deliverable 1 and making use of findings from Deliverable 2. If necessary, additional assistance may be utilized, i.e., a member, not on the task force, may write a chapter of the toolkit.
2. Collaborate with staff to recommend several potential names for SA's youth outreach program (to replace "Young Women In Harmony").

Youth Outreach Program Task Force (continued)

Deliverable 4: Further Recommendations: Due June 30, 2024

Make additional recommendations to the EDC specifically on the following topics:

1. Recommend methods to promote the development of youth outreach to members at all levels (chapter, regional, and international).
2. Recommend contemporary music for potential arrangement in the barbershop style that can be utilized in conjunction with youth outreach programs.

Document these recommendations for the EDC (may be combined with other reports).

Priority Indicator:

The Project Plan is the first priority for delivery to the EDC. After that, the toolkit elements should be completed in order of “quick wins” followed by things that require new development or more complex redevelopment. The recommendation for a program name (Deliverable 3 item 2) could come at any time, and if delivered early, that will give the staff time to work on logo and other marketing materials in support of the toolkit.

Staff Liaisons:

1. Kaitie Bailey, Assistant Director of Education
2. Susan Smith, Chief Philanthropy & Administrative Officer
3. Kim Berrey, Director of Marketing

The team may need assistance from IT staff for the purpose of delivering/hosting the toolkit materials online.

Budget:

The Task Force should provide the EDC with any budgetary needs in Deliverable #1: Project Plan.

Contribution to Guiding Principles:

This Task Force supports the SA mission of *Inspiring and empowering voices to joyfully harmonize the world*, and specifically is related to the Guiding Principles of Outreach, and Culture of Belonging.