

#3

**DIRECTOR CERTIFICATION PROGRAM**  
**SKILL AREA 3 EVALUATION**  
**ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Melissa WelchChapter River MagicDate 22 June 2018Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_*Instructions to Participant:*

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- |   |   |
|---|---|
| A. Worldwide Liaison                          | <del>X</del> Prospective Chapter Supervisor |
| <del>B</del> Education Coordinator            | <del>K</del> <i>The Pitch Pipe</i>          |
| C. Coronet Club                               | L. Directors' Coordinator                   |
| D. 2  | <del>M</del> 3                              |
| <del>E</del> International Board of Directors | <del>N</del> The quantity you've paid for   |
| F. Leadership Development Committee           | O. The quantity you need                    |
| G. Education Direction Committee              | P. Copyright holders                        |
| H. Marketing/Membership Coordinator           | <del>Q</del> Music Services Department      |
| <del>X</del> Music Education Committee        | <del>R</del> Arrangers                      |

- E 1. The governing body of Sweet Adelines International
- ~~B~~ ~~E~~ 2. Who is responsible for overseeing the musical excellence of the region?
- I 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- ~~H~~ ~~E~~ 6. One of the three elected members of the Regional Management Team.
- N 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- R 8. The primary intent of copyright laws is to protect \_\_\_\_\_.
- K 9. What is the name of the official publication of Sweet Adelines International?
- J 10. Who is responsible for supervising the internal development of prospective chapters in the region?

5/5008

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 5 EVALUATION — PART 2  
MANAGEMENT SKILLS**

Participant's Name Melissa Welch  
Chapter River Magic Date 22 June 2018  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_  
Skill Area 5 Evaluation — Part 2 is to be completed by all classifications.

*Instructions to participant:*

Write a brief response to each question. Each question is worth 5 points.

1. List five (5) ways you could assist your director if you were an associate/assistant director of a 40-voice chorus.

1. Conduct warmups  
2. Conduct partial rehearsal  
3. Conduct partial performance  
4. Attend music committee meetings

5. Work with section leaders to schedule section rehearsals.

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus.

Get to know strengths of individuals

Recruit section leaders and other members of the committee.

Train music team members. Encourage and support

3. What are the key ingredients of a good working relationship between the chorus director and board of directors?

Honest communication

Trust

Goal setting

Focus on providing education to members

Focus on becoming a quality music organization



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 8 EVALUATION — PART 2  
COMMUNICATION SKILLS**

Participant's Name Melissa Welch  
Chapter River Magic Date 9-8-17  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. \_\_\_\_\_ Candidate X  
Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

*Instructions to participant:*

Write a brief response to each question.

1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible) 1. Be clear 2. Be concise 3. Be consistent 4. Be positive 5. Have confident body language - smile!
2. An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible) Address the behavior, not the person. Be encouraging. Offer a number of ways for her to improve. (CDs, section leader, section buddy) Remind her of goal-setting strategies for improvement.
3. As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible) Be a good example. Offer opportunities to be "up front." Be positive and encouraging. Give feedback that will help her improve. Remind her about body language and smiling!

Participant: *Leave the rest of this page blank.*

10 total points

Divide total points by 2 = 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Debra A Brington Date 9/11/17  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_