

SKILL AREA 5, PART 1: MANAGEMENT SKILLS

COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Denise D'Arca
Chapter Sisters In Song Date 7/26/02
Skill Area 5, Part 1 is to be completed for Director/Co-director and Assoc/Asst. director only.
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐

1. Enter the corresponding value from each individual evaluation.
2. Add all values to get total points.
3. Divide by the number of non-blank responses (12 or fewer) to get the score for each item.

	total points	divided by	no. of responses	ITEM SCORE
The participant selects and utilizes chorus members to assist her in the chapter's musical program.	<u>4 5 5 4 4 3 5 5 5 5</u> = <u>46</u>	÷	<u>10</u>	= <u>4.60</u>
The participant provides training for the music staff members.	<u>3 5 3 5 3 4 4 3 5 4</u> = <u>39</u>	÷	<u>10</u>	= <u>3.90</u>
The participant delegates duties to members showing strength in special areas.	<u>3 4 4 4 4 4 5 5 5 5</u> = <u>43</u>	÷	<u>10</u>	= <u>4.30</u>
The participant works effectively with chapter administration.	<u>3 5 4 4 5 4 5 5 5 5</u> = <u>45</u>	÷	<u>10</u>	= <u>4.50</u>
The participant develops, trains and utilizes a music team that makes it possible for each chorus member to receive individual assistance.	<u>3 4 4 4 3 3 5 3 5 5</u> = <u>39</u>	÷	<u>10</u>	= <u>3.90</u>

Maximum total score, Skill Area 5 — Part 1 is 5 points.

Sum ITEM SCORES = 21.2 ÷ 5 = 4.24 TOTAL SCORE, Skill Area 5, Part 1

Evaluator Lita A. Jucker Date 7/26/02
ED Signature _____ Date _____

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

Participant's Name Denise D'Arca
Chapter P-Sisters in Song Date 8-03-01
Classification: Director/Co-director ✓ Assoc/Asst. dir. 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.

5
1) Conduct when director is absent
2) Rehearse and conduct in performance 1-2 songs in the package so director can sing (✓).
3) Give input during auditions.
4) Give input during music team sessions
5) Run sectional rehearsals. 6) Do warm-ups 7) Give director feedback.

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

5
* I do to know who can do what. Carefully select section leaders, A.D., choreographers, etc. from a pool of volunteers. (If my "real" choice doesn't volunteer, I'd probably suggest it to her.) Meet outside of rehearsal time for training. (2 hours before, maybe once a month) Training would consist of outlining their duties and defining protocols for them. Education in vocal technique, distribute resources, musical goals for the group and how they could help with that. Keep a touch at least once every 2 wks with each individual.

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

5
1) HONESTY and KINDNESS - Remembering you're all really wanting the same things (a) to sing barbershop, b) to do it well, c) to share it by entertaining the public, d) to be valued as a person.)
2) Listen to them. Listen more than talk, in fact.
3) Keep informal communication lines open all the time - not just at meetings.
4) Remember it's the President who runs the meetings, not me - and also remember that I don't have a vote - I can just recommend.
5) Be a good sport if they don't do it my way. 6. They are my employers.

4. Briefly describe the two different types of chapter administration:
(1) Board of Directors and (2) Integrated Chapter Management.

① 8 or 12 elected members
- Officers elected by board
- Pres. Sec.
- V-P
- Treas.
- Director has no vote/might not even go to mtgs.
- Mtgs follow Robert's Rules of Order - votes
- a "meeting"
- makes decisions for chorus

② 6 or more elected, 0-3 appointed members
- 1/2 "Officers" elected by team - usually by consensus
- Financial Ofcr., Pres./Mgt., Director Sec.
- Director votes
- Decisions made by consensus
- a "meeting of the minds"
- makes decisions for chorus.

5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

5 See above

24.5 total points

Divide total points by 5 = 4.9 TOTAL SCORE, PART 2 (maximum 5)

Evaluator [Signature] Date 8.3.01
ED Signature _____ Date _____

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

Participant's Name Denise D'Arca
Chapter Sisters in Song Date 1-18-03
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ 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.

Run warm-ups -

"Do" 12 pieces (rehearse + ~~conduct~~ direct in performances)

Sit in + advise on membership auditions

Give director feedback when asked -

Run rehearsals or direct performances when necessary.

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

- Identify natural musical leaders who have good people skills

- Provide training for each "team" (section leaders, etc.)

- Include ^{music} expectations, ~~privileges~~ personnel-type expectations,

- Keep training an on-going process

- Use individuals w/ expertise (ex. - voice tech.) to do whole-chorus development stuff

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

1) Most important - common goals for chorus

2) Mutual respect

3) Director advises, but board decides

4) Board listens to director's advice + ^{for concerns} and uses the input when making decisions

- THANK THEM, Take feedback + other input seriously

4. Briefly describe the two different types of chapter administration:
(1) Board of Directors and (2) Integrated Chapter Management.

Board
8-12 elected
decides by vote
Director mayor
may not attend mtgs;
may not vote.

Mgt.
6-8 ³ elected others appointed
decides by consensus
Director expected to
attend mtgs. (is not ~~included~~
included in consensus?)

-1 all elected
3 officers.

5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

Similarities - In both types, the
chorus members are really the ones
w/ the "say." The director ^{can be} a very strong
influence in both types, ~~but~~ if the
relationship is a healthy one with common
goals.

More
to this
one
3

21 total points

Divide total points by 5 = 4.2 TOTAL SCORE, PART 2 (maximum 5)

Evaluator

Lita A. Jucker

Date

1/17/03

ED Signature

Date

SKILL AREA 8, PART 1: COMMUNICATION SKILLS

COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Denise D'Arca
Chapter Sisters In Song Date 7/26/02
Skill Area 8, Part 1 is to be completed by Director/Co-Director and Assoc/Asst. director only.
Classification: Director/Co-director ✓ Assoc/Asst. dir.

1. Enter the corresponding value from each individual evaluation.
2. Add all values to get total points.
3. Divide by the number of non-blank responses (12 or fewer) to get the score for each item.

	total points	divided by	no. of responses	ITEM SCORE
Handles input from chorus members in a positive manner.				
<u>4 5 5 5 5 5 5 5 5 5</u> = <u>49</u>	<u>49</u>	<u>÷</u>	<u>10</u>	<u>= 4.90</u>
Gives clear instructions and communicates expectations.				
<u>4 5 5 5 5 4 5 5 5 5</u> = <u>48</u>	<u>48</u>	<u>÷</u>	<u>10</u>	<u>= 4.80</u>
Communicates in a positive manner.				
<u>4 5 5 5 5 4 5 5 5 5</u> = <u>48</u>	<u>48</u>	<u>÷</u>	<u>10</u>	<u>= 4.80</u>
Exhibits enthusiasm.				
<u>5 5 5 5 5 4 5 5 5 5</u> = <u>49</u>	<u>49</u>	<u>÷</u>	<u>10</u>	<u>= 4.90</u>
Demonstrates ability to work with a coach (or other outside assistance), to accept suggestions and to work effectively with the chorus in such a situation.				
<u>4 5 4 5 5 4 5 5 5 5</u> = <u>47</u>	<u>47</u>	<u>÷</u>	<u>10</u>	<u>= 4.70</u>
Has consistent communication signals (i.e., eye contact, body language, voice).				
<u>3 5 3 5 5 4 5 5 5 5</u> = <u>45</u>	<u>45</u>	<u>÷</u>	<u>10</u>	<u>= 4.50</u>
Offers positive reinforcement.				
<u>3 5 5 5 5 3 5 5 5 5</u> = <u>46</u>	<u>46</u>	<u>÷</u>	<u>10</u>	<u>= 4.60</u>
Exhibits security and confidence in the position of director/co-director or associate/assistant director (whichever is applicable).				
<u>4 5 4 5 5 5 5 5 5 5</u> = <u>48</u>	<u>48</u>	<u>÷</u>	<u>10</u>	<u>= 4.80</u>
Accepts constructive criticism well.				
<u>4 5 4 5 5 4 5 5 5 5</u> = <u>47</u>	<u>47</u>	<u>÷</u>	<u>10</u>	<u>= 4.70</u>
Communicates positive expectations that the chorus can reach its goals.				
<u>3 5 4 5 5 = 5 5 5 5 ÷ 5</u> = <u>47</u>	<u>47</u>		<u>10</u>	<u>4.70</u>

Maximum total score is 5 points.

Sum ITEM SCORES = 47.4 ÷ 10 = 4.74 TOTAL SCORE, Skill Area 8, Part 1

Evaluator Lita A. Jucker Date 7/26/02
ED Signature _____ Date _____

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

Participant's Name Donise D'Arca
Chapter Sisters in Song Date 1-18-03
Classification: Director/Co-director X Assoc/Asst. dir. _____ Candidate _____
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)

Not just in directing
Non-verbal - facial expression, posture,
eye contact
Verbal - Conducting -

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)

Individual talk during break or after rehearsal - I'm hearing some wrong notes & I know you want them to be right - let's work together to fix... - Caring non-verbals, emphasize her value to chorus - ask her to contribute suggestions for fixing -

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)

*Verbal - Let her know I'm available to help as answers Qs. -
- Offer positive feedback whenever possible w/o gushing -
- Sing w/ chorus while she directs & follow her - positive body language -
good eye contact w/ her, smile, do follow her instructions/take her feedback in a constructive way. Give honest, caring suggestions when she asks for help.*

8 total points

Divide total points by 2 = 4.0 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita A. Tucker Date 1/17/03

ED Signature _____ Date _____