

CCDA Board of Directors

Nominations for 2024-2026 Regional Representatives

Term: July 1, 2024 - June 30, 2026
Nominations invited: November 2023
Elections: February 2024

*Each Regional Representative serves as a resource for the choral directors of their region, and an advocate for the needs of their region to the Board of Directors.**

Requirements:

- ACDA Member in good standing
- Each Regional Representative must have held an appointed position on the CCDA R&R Advisory Council or have held a position or leadership role with another professional service organization (i.e. CMEA, SCVA, etc.) [from CCDA Bylaws 4.2. Qualification, Term of Office]
- Established connections in their regions or experience serving on the board of CCDA or experience with CCDA events

- OR -

- Connections in the state through work with organizations such as CMEA, Chorus America, SCVA, CSSPA, CCSD, etc. or similar professional organizations

Brief Job Description and Time Commitment:

- Represent all members of the Southern region as a voting member of the Board of Directors
- participate in and guide financial and strategic planning meetings for the nonprofit organization (in person January, July, October: 8-14 hours each)
- Serve as an active member of the Membership committee (quarterly meetings online, 1 hour each)
- Communicate with all current and lapsed members in your region (<1 hour per week)
 - Regular communications via email regarding upcoming events, membership drives, and general involvement.
 - Collect information from the regional members for the News & Notes section of *Cantate*. Three issues each year.
 - Maintain the region's webpage on calcda.org and/or social media.
- Responsible for coordinating the planning and execution of regional/state/division events and conferences (0-10 hours per week)
 - Plan for Region Conference or Kickoff

- Attend Western Region ACDA, CASMEC, ECCO conferences (6-9 days a year)
- Oversee the planning of 1-2 regional meetups per year. (This duty could be delegated to other members in your region.)

Responsibilities and Expectations:

Board Service could include:

- Be passionate about advocating for and carrying out the mission: CCDA empowers choral musicians to create transformative experiences for California's diverse communities
- Serve as an active member of the Membership Committee
- Serve as an ambassador of CCDA; represent CCDA at events
- Participate in all Board of Directors meetings (in person October, January, July)
- Prepare and submit News & Notes from region for three Cantate issues each year
- Knowledge of CCDA financial operations, including reviewing annual budget
- Identify and recruit nominees for Advisory Council and other board positions
- Identify and recruit performance and interest session applicants for CCDA events such as ECCO, CASMEC, Western Region conferences, etc.

Membership Management could include:

- Create and maintain ongoing communications with region members, including but not limited to social media, email blasts, personal messaging, or phone calls (interact with CCDA web and social media outlets)
- Update and maintain region webpage(s), social media groups, etc.
- With Membership Chair, coordinate outreach with all current and lapsed members
- Participate in at least four Membership Committee meetings annually
- Ongoing maintenance of member database; coordinate with national membership and CCDA executive administrator
- Maintain a team of regional members representing broad choral interests in R&R areas (possibly establish a network of regional members who could be future regional rep)

Event Management:

- Drive planning regional conferences and regional events with a local team and other region representatives
- Collaborate with conference and event chairs and coordinators, such as honor choir, ECCO, CASMEC
- Plan co-sponsored events with other organizations such as CMEA, SCVA
- Volunteer for state and regional events, including Western Region ACDA

**Bylaws of California Choral Directors Association*

4.12 Duties of Regional Representatives

Each Regional Representative serves as a resource for the choral directors of their region, and an

advocate for the needs of their region to the Board of Directors. Regional Representatives contribute area news and event information for Cantate, and maintain their web page on acadacal.org (or other domain as designated from time to time) including resources. Regional Representatives shall serve on the Board in the following capacities: (1) review and understanding the full operational budget of CCDA; attend the ACDA regional, state, division, and national conferences, fulfilling work duties as requested or assigned; and serve as either (a) one of two Regional Conference Coordinators: Northern and Southern Regional Conferences; or (b) one of four Repertoire & Resource Coordinators: Youth, Collegiate, Lifelong, Repertoire Specific.