

## Terms of Reference

### New Choir Coordinator, Canadian Military Wives Choirs Association

#### Overall Role:

Act as a mentor for individuals or groups wishing to establish a Canadian Military Wives' Choir at their base/wing/station.

#### Responsibilities:

1. Responds to requests from perspective new choirs
2. Guides perspective new choirs through steps in establishment
3. Ensures all requirements are met before sending Constitution and Logo Agreement
4. Adds appropriate executive members and music directors to Facebook Groups (The Hub, CMWC Presidents, Musical Matters)
5. Attends Association Board of Directors meetings
6. Holds voting rights as a member of the Association Board of Directors
7. Obtains a Criminal Record Check with 6 months of taking up the position

#### Skills/Experience needed

1. Extensive knowledge of Canadian Military Wives Choirs
2. Ability to communicate clearly both verbal and written
3. ability to encourage, coach and mentor others
4. Computer skills - familiarity with Dropbox, online conference calls, Google suite; docs, G drive, Gmail, sheets,
5. Knowledge of CMWC constitution, governance and vision
6. Willingness to devote the necessary time and effort
7. Strategic vision
8. Good, independent judgment
9. Ability to think creatively
10. Willingness to speak their mind
11. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
12. Ability to work effectively as a member of a team
13. Good conflict resolution skills