

ROPA Departing Delegate Checklist

Once you've served your final term as a delegate and a new delegate has been elected, there is still a set of crucial responsibilities in order to ensure a smooth transition and set your orchestra's new delegate up for success!

- ❑ Forward your new delegate and alternate delegate's contact info to the ROPA secretary Karen Sandene (karensandene@gmail.com) and your MAL. If you do not have an alternate delegate, your orchestra needs to elect/recruit one. This is also a good opportunity to confirm the alternate's contact info with the secretary.
- ❑ Explain the expectations and responsibilities to your new delegate (follow delegate discussion list, wage charts, 2-3 questionnaires annually, orchestra reports, conductor evaluations, post-conference reports to your orchestra and local, settlement bulletins, etc.). The new delegate will also go through an orientation with the VP or their MAL.
- ❑ Emphasize the importance of going to the conference; Tell your successor all about what to expect at the conference.
- ❑ Show the new delegate where to find a copy of the New Delegate Handbook: pass on your copy or download from the ROPA website:
http://ropaweb.org/wp-content/uploads/2020/07/ROPA_DHB_2020.pdf
- ❑ Share other relevant contact information for your orchestra with your new delegate.
- ❑ Make sure your new delegate understands how ROPA dues are collected and/or paid by your orchestra and/or local.
- ❑ Share effective strategies you have discovered or learned for communicating with your orchestra to maximize responses and minimize their stress.
- ❑ Schedule a session (in person or virtually) to show the delegate how to properly acquire and input all wage chart data. Wage charts are open from approximately January to May.
- ❑ Inform your delegate of the role they will play within your own orchestra and its orchestra/players' committee.
- ❑ Remain available as a resource and guide! Your knowledge and experience are an invaluable resource that can ensure the success of your orchestra's delegates for years to come.