



Regional Management Team Position Descriptions

(listed in alphabetical order)

COMMUNICATIONS COORDINATOR – Appointed

- Receives communications from the international organization and disperses to the region.
- Maintains the internal communication channels among the region, chapters, and individual members.
- Dispenses information via email to chorus leaders, directors, etc., such as International Updates, regional events information, etc.
- Develops and maintains the regional leadership database with input from the RMT.
- Develops and maintains a list of all chapter officers and distributes to RMT.
- Is responsible for regional website design, implementation and maintenance, with input from the Marketing Coordinator.
- Is responsible for the creation and distribution of the regional directory.
- Is responsible for the creation and distribution of regional newsletters.
- Is responsible for keeping an up-to-date regional membership database and/or email group.
- Maintains a clear and complete record of regional meetings and activities.
- Is responsible for the recording and preparing minutes of all meetings of the RMT.
- Distributes copies of minutes to members of the team, regional chapters, and the Meetings and Corporate Services Department at international headquarters.
- Records email decisions and minutes at the next meeting.
- Prepares correspondence for the RMT as needed or requested.
- In consultation with the RMT, prepares and submits year-end State of the Region Report to Meetings and Corporate Services Department at International headquarters by established deadline.
- Attends RMT meetings/training sessions.
- Maintains contact with appropriate staff meetings at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.

DIRECTORS' COORDINATOR – Elected by the directors in the region

- Represents the interests of regional directors on the RMT.
- Communicates with directors to assess their needs, provide education, mentoring and resources.
- Communicates directors' and their chapter needs to Education Coordinator & Regional Management Team as needed.
- Provides and facilitates a forum for directors at regional events.
- Schedules Regional faculty visits to choruses

- Presents all Requests for Payment for chorus visits, along with receipts, to International for reimbursement to the region as well as presenting them to the Finance Coordinator for reimbursement to faculty.
- Develops annual budget for Director Coordinator duties.
- Works with Awards Chair to give Director awards.
- Communicates regularly with Directors to advertise & encourage attendance at Director Education events, competition involvement, congratulate successes, and represent opportunities available.
- Provides help and guidance for directors in distress/need.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

EDUCATION COORDINATOR – Appointed by the Regional Leadership Committee with approval of the Education Direction Committee

- Attends all RMT meetings and training sessions.
- Discusses educational plans and ideas with the RMT to gain perspective and input.
- Is invited to attend meetings of the Convention Steering Committee and performs any duties outlined in the Guidelines for Regional Convention and/or requested by the CSC.
- Submits a budget request for the upcoming fiscal year by the Finance Coordinator's deadline.
- Presents all requests for payment, along with receipts, to the Finance Coordinator on the the approved RP form.
- Maintains contact with assigned Buddy Choruses and relays information about them at RMT meetings or other times, when necessary.
- Provides a monthly activity/accountabilities report to all RMT.
- Prepares an annual report to the Team Coordinator for distribution to all chapters at the RAH.
- Is constantly seeking out future leaders to fulfill the goals and responsibilities at the regional level.
- Transfers files and records to successor at end of term.
- Assists in training successor.
- Maintains contact with the appropriate staff members at international headquarters.

EVENTS COORDINATOR – Appointe

- Facilitates the securing of appropriate venues for regional programs and events, including site inspections and negotiation of contracts.
- Coordinates on-site arrangements for all regional meetings and events, including regional competitions.
- Works in coordination with the Marketing and Education Coordinators on marketing events.
- Oversees registration for all regional events.
- Serves as or oversees the work of the Chair of the Regional Convention (CRC) as defined in the Guidelines for Regional Convention.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forward materials to successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

FINANCE COORDINATOR – Appointed

- Ensures all financial resources are accounted for in an effective and efficient manner.
- Coordinates long range financial plan with other team members.
- Prepares and submits annual budget.
- Manages bank accounts and investments and keeps accurate and current records of all financial transactions.
- Receives all funds paid to region and issues all payments.
- Negotiates contracts for equipment and services.
- Holds sole authority to sign contracts on behalf of the region.
- Coordinates projects to raise non-dues income.
- Presents financial reports at RMT meetings.
- Prepares annual financial statement and files tax forms.
- Submits accounting records for audit at the close of the fiscal year.
- Provides advice and training to chapter treasurers.
- Files annual 990 tax form with the Internal Revenue Service by September 15 for the preceding year ending April 30.
- Provides financial information to complete application for corporate gifts/grants.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

MARKETING COORDINATOR – Appointed

- Develops and provides marketing & public relations programs that promote chapter and regional events, and membership growth and retention.
- Plans and implements marketing and public relations programs to increase membership growth and retention.
- Works in coordination with the Membership Coordinator on membership growth and retention plans.
- Works in coordination with the Events and Education Coordinators on marketing events.
- Maintains database of media and advertising contacts.
- Initiates media opportunities including on-air interviews and feature stories.
- Invites media to regional events and serves as onsite media contact.
- Designs, negotiates, and buys advertising in local media.
- Writes and distributes press releases and produces media kits.
- Sells advertisements in SAI and regional publications.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

MEMBERSHIP COORDINATOR – Elected by the members of the region

- Represents the interests of chapter management and membership on the RMT.
- Communicates president/team leader and chapter needs and issues to the RMT.
- Provides and facilitates a forum for presidents/team coordinators at regional events.

- Instills in the members of her region an awareness of their relationship to the organization, to the region, and to other choruses.
- Develops a plan, in conjunction with the Education Coordinator, to teach chapters in revitalization ways to attract new members and retain existing ones.
- Plans and implements programs in the areas of membership growth and retention.
- Works in coordination with the Marketing Coordinator on membership growth and retention plans.
- Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs.
- Guides prospective chapters through the "Steps Toward Chartering" program.
- Assists chapters in revitalization with growth and retention programs.
- Develops support staff to assist in planning and implementing programs.
- Appoints a Chapter-At-Large Coordinator to ensure CAL members' awareness of and inclusion in regional events, programs, and publications.
- Appoints a Chapter Coordinator to maintain regular contact with chapter presidents/team leaders to assess and communication chapter needs to the Membership Coordinator.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.

TEAM COORDINATOR – Appointed

- Facilitates meetings of the Regional Management Team.
- Maintains Regional Management Team documents.
- Maintains the Regional Calendar
- Reviews and maintains all standing rules for Region 8
- Develops staff to assist as needed.
- Introduces the RMT at Region 8 functions.
- Responsible for the RMT.
- Contains contact with appropriate staff at International headquarters.
- Transfers all files, records, resource materials, etc. to her successor.
- Has financial responsibilities.