

**REGIONAL JOB DESCRIPTIONS
FOR THE TWO-YEAR TERM
BEGINNING MAY 1, 2009 AND ENDING APRIL 30, 2011**

Communications Coordinator

- Receives communications from the international organization and disperses to the region.
- Maintains internal communication channels among the region, chapters, and individual members.
- Develops and maintains the regional leadership database.
- Is responsible for regional Web site and database design, implementation and maintenance, with input from the Marketing Coordinator.
- Maintains a complete record of regional meetings and activities.
- Is responsible for recording and preparing minutes of all meetings of the Regional Management Team.
- Distributes copies of minutes to members of the team, regional chapters, and the Meetings and Corporate Services Department at international headquarters.
- In consultation with the RMT, prepares and submits year-end State of the Region Report to the Meetings and Corporate Services Department at international headquarters by established deadline.
- In consultation with the RMT, prepares and submits the Annual Regional Evaluation to the Meetings and Corporate Services Department at international headquarters by established deadline.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Appoints staff to assist in the implementation of responsibilities as needed.
- Trains her successor.

Directors' Coordinator

- Represents the interests of regional directors on the Regional Management Team.
- Communicates with directors in her region to assess their needs.
- Provides and facilitates a forum for directors at regional events.
- Communicates directors' needs and the needs of their chapters to the Education Coordinator.
- 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 responsibilities as needed.

Finance Coordinator

- Ensures that all financial resources of the region are accounted for in an effective and efficient manner.
- Coordinates the financial long-range plan in conjunction with other team coordinators.
- Prepares and submits the annual budget for the region.
- Manages bank accounts and investments and keeps accurate and current records

of all financial transactions.

- Receives all funds paid to the region and issues all payments.
- Negotiates contracts for services and equipment required by the region.
- Holds sole authority to sign contracts on behalf of the region.
- Coordinates projects to raise non-dues income (ways and means).
- Presents a report on the region's financial condition at meetings of the Regional Management Team.
- Prepares an annual financial statement for submission to the Director of Finance and Administration at international headquarters
- Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) selected by the Regional Management Team or for examination or audit at any time as directed by the team.
- Files annual 990 tax form (United States regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30.
- Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions.
- Provides financial information necessary to complete applications 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 responsibilities as needed

Team Coordinator

- Facilitates the meetings of the Regional Management Team.
- Coordinates the agenda for Regional Management Team meetings with input from other team members.
- Reviews and approves all chapter standing rules.
- Reviews regional standing rules and job descriptions, and makes recommendations for necessary revisions.
- Maintains the region's long-range plan document.
- Maintains the regional calendar.
- Develops a support staff to assist in the implementation of her responsibilities such as chapter standing rules review and regional calendar.
- Maintains contact with appropriate staff at international headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.
- Appoints staff to assist with the implementation of responsibilities as needed

QUALIFICATIONS FOR POSITIONS:

Qualifications/Skills for all Team Members

- Planning/organization skills
- Communication skills
- Delegation skills

- Motivational skills
- Time availability appropriate to each position
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving

Communications Coordinator

- Relevant regional service or equivalent related experience
- Computer experience (word processing, database management)
- Journalism or publications experience
- Written communication skills
- Demonstrated ability to coordinate various activities simultaneously
- Ability to record meeting minutes accurately

Directors' Coordinator

- Experience as associate, assistant, or front-line director
- Demonstrated knowledge of the barbershop style
- Demonstrated ability to communicate effectively
- Demonstrated ability to facilitate discussions/meetings
- Demonstrated ability to synthesize information and present it accurately & effectively
- Knowledge of directors' needs (information gathering)
- Knowledge of Director Certification Program (DCP)
- Negotiation skills
- Accessible and approachable

Finance Coordinator

- Relevant regional service or equivalent related experience
- Experience as chorus treasurer
- Thorough knowledge of accounting systems
- Experience in financial management (budgeting, investing)
- Ability to communicate financial plan
- Knowledge of accounting software (spreadsheets)
- Knowledge of contracts

Team Coordinator

- Relevant regional service or equivalent related experience
- Demonstrated facilitation skills
- Demonstrated understanding of corporate, regional, and chapter bylaws and rules
- Ability to coordinate various activities simultaneously
- Demonstrated understanding of strategic long-range planning