

Job Descriptions and Suggested Qualifications For Regional Management Team Positions

Suggested Qualifications/Skills for Regional Management 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

Attendance Requirement

- Each RMT member is expected to be in attendance at each RMT meeting. Any RMT member absent from two (2) meetings in one fiscal year, regardless of cause, shall be expected to tender her resignation. If an RMT member has prior knowledge that she will be absent from the second meeting, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
- Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.

Communications Coordinator

Appointed by the RMT

Job Description

- 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 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 Report to the Meetings and Corporate Services Department at international headquarter by established deadline.
- 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.

Directors' Coordinator

Elected by Chapter Directors

Job Description

- Represents the interests of the 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 her responsibilities.

Education Coordinator

Appointed by International

Job Description

- Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators.
- Plans curriculum for educational events such as seminars and workshops.
- Works in coordination with Events and Marketing Coordinators on marketing events.
- Maintains five-year education plan document.
- Coordinates regional faculty visits to choruses.
- Implements the chapter revitalization plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.
- Approves chapters and prospective chapters for public performance.
- Auditions chapter-at-large quartets for public performance.
- Develops faculty or staff to assist in implementing regional educational programs.
- Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the region.
- Appoints a YWIH Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.
- Appoints a DCP Coordinator who administers the program within the region.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to her successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities as needed.

Events Coordinator

Appointed by the RMT

Job Description

- Facilitates the securing of appropriate venues for regional programs and events, including including site inspections and negotiation of contracts.
- Coordinates on-site arrangements for all regional meetings and events, including regional competitions.
- Serves as or oversees the work of the Chair of the Regional Convention (CRC) as defined in the Guidelines for Regional Convention.
- Works in coordination with the Marketing and Education Coordinators on marketing events.
- Oversees registration for all regional events.
- 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.

Finance Coordinator

Appointed by the RMT

Job Description

- 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 management team or for examination or audit at any time as directed by the management 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 her successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities as needed.

Marketing Coordinator

Appointed by the RMT

Job Description

- Develops and provides marketing and 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.
- Designs and implements plans to market events and products.
- 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.
- Works in coordination with the Communications Coordinator on Web site and database design, implementation, and maintenance.
- Maintains database of media contacts.
- Writes and distributes press releases and produces media kits.
- Invites media to regional events and serves as onsite media contact.
- Initiates media opportunities including on-air interviews and feature stories.
- Maintains database of advertising contacts.
- Designs, negotiates, and buys advertising in local media.
- Sell advertisements in regional publications.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to her successor.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities as needed.

Membership Coordinator

Elected by the Regional membership

Job Description

- Represents the interests of chapter management and membership on the Management Team.
- Communicates president/team leader and chapter needs and issues to the Regional Management Team.
- 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 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.

Job Description

- Develops support staff to assist in planning and implementing programs such as:
 - Steps Toward Chartering
 - Membership recruitment
 - Member retention
 - Chapters in revitalization
- 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 communicate 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.
- Appoints staff to assist in the implementation of her responsibilities.

Team Coordinator

Appointed by the RMT

Job Description

- 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 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.

