

**Job Descriptions for Regional Management Team Positions for 2 year term  
May 1, 2010 – April 30, 2012**

**Education Coordinator**

- 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.
- Coordinates regional faculty visits to choruses.
- Maintains five-year education plan document.
- 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 for approval 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 with the implementation of responsibilities as needed.
- Responsibility for membership growth and retention

**Membership Coordinator**

- Represents the interests of chapter management and membership on the Regional 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.
- 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 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.
- Responsibility for membership growth and retention

## **Suggested Qualifications/Skills for Regional Management Team Members**

### ***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

### ***Education Coordinator***

- Relevant regional service or equivalent related experience
- Supervisory/management experience
- Demonstrated knowledge of barbershop style
- Demonstrated ability to assess educational needs of targeted learners
- Experience in planning curricula for educational events
- Experience in event planning

### ***Membership Coordinator***

- Relevant regional service or equivalent related experience
- Demonstrated ability to communicate effectively
- Demonstrated ability to facilitate discussions/meetings
- Demonstrated ability to synthesize information and present it accurately and effectively
- Knowledge of members' needs (information gathering)
- Negotiation skills
- Accessible and approachable

## Other Regional Committees/Activities

If you are not interested in a position on the regional management team, please consider involvement in other regional committees.

Below is a list of the chair, coordinator, event, resource, and committee positions currently functioning in the region. Please read the list carefully and indicate your preferences.

- |   |  |
|---|--|
| <input type="checkbox"/> Arrangers' Coordinator                     | <input type="checkbox"/> Bylaws and Rules                        |
| <input type="checkbox"/> Chair of Regional Convention               | <input type="checkbox"/> Coaching/Faculty                        |
| <input type="checkbox"/> Convention Steering Committee              | <input type="checkbox"/> Database Coordinator                    |
| <input type="checkbox"/> Director Certification Program Coordinator | <input type="checkbox"/> Education Resource/Direction Committee  |
| <input type="checkbox"/> External Public Relations                  | <input type="checkbox"/> Fundraising Coordinator                 |
| <input type="checkbox"/> Internal Public Relations                  | <input type="checkbox"/> Quartet Activities Coordinator          |
| <input type="checkbox"/> Historian                                  | <input type="checkbox"/> Leadership Workshop                     |
| <input type="checkbox"/> Newsletter Editor                          | <input type="checkbox"/> Regional Directory Coordinator          |
| <input type="checkbox"/> Regional Scheduling Coordinator            | <input type="checkbox"/> Young Women in Harmony Coordinator      |
| <input type="checkbox"/> Regional Library Coordinator               | <input type="checkbox"/> Site Selection Team                     |
| <input type="checkbox"/> Faculty/Director Training Coordinator      | <input type="checkbox"/> Membership Resource/Direction Committee |

### Workshop Steering Committees:

- Area School Coordinator
- Leadership Workshop
- Other Workshops

Return to  
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