

Addendum #1 – Job Descriptions
Team Coordinators and Standing Committee Chairs
Region 15 Standing Rules
Revised February 2, 2008

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Job Descriptions

Team Coordinators and Standing Committee Chairs

MEMBERSHIP COORDINATOR

- Represents the interests of chapter management and membership on the Regional Management Team.
- Communicates 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 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 chapter 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 and chapters in revitalization.
- Appoints a Chapter-At-Large Coordinator to ensure CAL members' awareness 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.

COMMUNICATIONS COORDINATOR

- Receives communications from the international organization and disperses to the region
- Maintains internal communication channels among the region, chapter 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 clear and 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 Meeting 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 headquarters 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 responsibilities.

DIRECTOR COORDINATOR

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

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 conjunction with the 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 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.

EVENTS COORDINATOR

- 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.
- Serves as or oversees the work of the chair of the Regional Convention Committee as defined in the Guidelines for Regional Convention.
- Works in coordination with the Marketing and Education Coordinators on marketing events.
- Oversee 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

- Ensures 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 the 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 with the Internal Revenue Service by September 15th for the preceding year ending April 30th.
- Provides advice and training to chapter treasurers and serves as 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 her responsibilities.

MARKETING COORDINATOR

- 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 conjunction with the Membership ‘coordinator on membership growth and retention plans.
- Works in conjunction with the Events and Education Coordinator s on marketing events.
- Works in coordination with the Communications Coordinator on Web site and database design, implementation and maintenance.
- Maintain a 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.
- Sells advertisements in 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.

TEAM COORDINATOR

- Facilitates the meetings of the Regional Management Team.
- Coordinates the agenda for management team meetings with input from other team members.
- Communicates chapter president/team leaders needs to the Regional Management Team.
- 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 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.

BYLAW AND RULES CHAIRS

- Works with the Team Coordinator in preparing amendments and revisions to the Regional Standing Rules, submits the amendments to the Corporate Secretary at International headquarters for approval and distributes new amendments and revisions to the Chapters.
- Responsible for collecting and retaining all Chapter minutes.
- Works with the Team Coordinator to review and approve all Chapter Standing Rules amendments and revisions.
- Is a resource to the Region's Chapters on Standing Rules questions.

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FINANCE COMMITTEE CHAIR

The Finance Coordinator chairs the Finance Committee that prepares and presents to the Regional Management Team for adoption at its first regular meeting, a proposed Regional Budget and a Guideline for Reimbursement for the fiscal year, May 1st to April 30th, retroactive to May 1st of that year.

REGIONAL CONVENTION COMMITTEE CHAIR

- Responsible for overseeing the ongoing work of various Regional Convention Committee (RCC) members to assure a successful annual convention.
- Sets up RCC meetings throughout the year to review procedures in preparation for the annual convention:
 - Summer – Review concerns from prior convention and develop solutions to problems.
 - Early fall – Set deadlines and content for regional mailings.
 - Late fall – meet with the Convention Assisting Chorus (CAC) to review job requirements and responsibilities.
 - Month prior to convention – meeting at convention site, with selected hotel personnel, RCC and CAC members.
 - Convention week – Pre-Convention meeting with hotel department heads directly involved with the convention. Meeting with RCC and CAC chairs.
 - Wrap-up meeting with members of the CAC and RCC to review all aspects of the convention, reviewing any problems and/or concerns.
- Maintains contact with International headquarters, receiving and submitting any information and/or required forms to insure compliance with all International regulations and procedures.
- Reviews and updates all Regional lists to assure RCC mailing lists are accurate, distributing them to the appropriate persons.
- Works closely with the Program Chair in the development of the program and proof reads the program before printing.
- Responsible for publication and distribution of the pre-convention newsletters.
- In conjunction with the RCC, reviews and revises the Schedule of Events and Facilities List.
- Reviews convention site contracts and fees with the Events Coordinator.
- Works with individual committee members to develop and insure a timely mailing of the official convention package to each chapter and quartet in the Region.
- Designates award presenters for the competition, oversees the development of the VIP seating list, outlines the Saturday night show lineup and decides on emcees.
- Is available to the RCC and CAC during the convention to assist and advise on any problems or concerns as they arise.