

1. COMMUNICATIONS COORDINATOR

1. **Regional Appointment:**

A Communications Coordinator is appointed by the Management Team of each Region. She is appointed for a two-year term, and may serve no more than three consecutive terms on the Regional/Area Management Team.

2. **Typical Duties:**

- a. Receives communications from the International organization and disperses to the region.
- b. Maintains internal communication channels among the Region/Area, chapters, and individual members.
- c. Develops and maintains the regional leadership database.
- d. Is responsible for the Regional/Area Web site and database design, implementation and maintenance, with input from the Marketing Coordinator.
- e. Maintains a complete record of Regional/Area meetings and activities.
- f. Is responsible for recording and preparing minutes of all meetings of the Regional/Area Management Team.
- g. Distributes copies of minutes to members of the team, Regional/Area chapters, and the Corporate Secretary at International headquarters.
- h. In consultation with the team, prepares and submits the year-end State of the Region/Area Report to the Corporate Secretary at International headquarters by the established deadline.
- i. Collaborates with other members of the team to encourage and support membership growth and retention.

3. **Responsibilities:**

Each Regional/Area Management Team member is responsible for:

- a. Maintaining contact with appropriate staff members at International headquarters.
- b. Maintaining comprehensive records and forwarding materials to her successor.
- c. Training her successor.
- d. Appointing staff to assist with the implementation of responsibilities as needed.

2. DIRECTORS' COORDINATOR

1. **Elected:**
A Directors' Coordinator is elected by the directors of chartered chapters in each Region. She is elected for a two-year term, and may serve no more than three consecutive terms on the Regional/Area Management Team.
2. **Typical Duties:**
 - a. Represents the interests of Regional/Area directors on the Regional/Area Management Team.
 - b. Communicates with directors in her Region/Area to assess their needs.
 - c. Communicates directors' needs and the needs of their chapters to the Education Coordinator.
 - d. Provides and facilitates a forum for directors at Regional/Area events.
 - e. Collaborates with other members of the team to encourage and support membership growth and retention.
3. **Responsibilities:**
Each Regional/Area Management Team member is responsible for:
 - a. Maintaining contact with appropriate staff members at International headquarters.
 - b. Maintaining comprehensive records and forwarding materials to her successor.
 - c. Training her successor.
 - d. Appointing staff to assist with the implementation of responsibilities as needed.

3. EDUCATION COORDINATOR

1. **International Appointment:**

An Education Coordinator is appointed by the Regional Leadership Committee with approval of the Education Direction Committee. She is appointed for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.

2. **Typical Duties:**

- a. Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators.
- b. Plans curriculum for educational events such as seminars and workshops.
- c. Works in coordination with Events and Marketing Coordinators on marketing events.
- d. Coordinates regional faculty visits to choruses.
- e. Maintains five-year education plan document.
- f. Implements the chapter revitalization plan, when needed, for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.
- g. Approves chapters and prospective chapters for public performance.
- h. Auditions Chapter-at-Large quartets for approval for public performance.
- i. Develops faculty or staff to assist in implementing regional educational programs.
- j. Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the Region/Area.
- k. Appoints a Young Women In Harmony Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.
- l. Appoints a Directors' Certification Program Coordinator who administers the program within the Region/Area.
- m. Collaborates with other members of the team to encourage and support membership growth and retention.

3. **Responsibilities:**

Each Regional/Area Management Team member is responsible for:

- a. Maintaining contact with appropriate staff members at International headquarters.
- b. Maintaining comprehensive records and forwarding materials to her successor.
- c. Training her successor.
- d. Appoints staff to assist with the implementation of responsibilities as needed.

4. EVENTS COORDINATOR

1. **Appointment**

An Events Coordinator is appointed by the Management Team of each Region. She is appointed for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.

2. **Typical Duties:**

- a. Facilitates the securing of appropriate venues for Regional/Area programs and events, including site inspections and negotiation of contracts.
- b. Coordinates on-site arrangements for all Regional/Area meetings and events, including regional competitions.
- c. Serves as or oversees the work of the Chair of the Regional/Area Convention (CRC/CAC) as defined in the Guidelines for Regional Convention.
- d. Works in coordination with the Marketing and Education Coordinators on marketing events.
- e. Oversees registrations for all Regional/Area events.
- f. Collaborates with other members of the team to encourage and support membership growth and retention.

3. **Responsibilities:**

Each Regional/Area Management Team member is responsible for:

- a. Maintaining contact with appropriate staff members at International headquarters.
- b. Maintaining comprehensive records and forwarding materials to her successor.
- c. Training her successor.
- d. Appoints staff to assist with the implementation of responsibilities as needed.

5. FINANCE COORDINATOR

1. **Appointment:**
A Finance Coordinator is appointed by the management team of each Region. She is appointed for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.
2. **Typical Duties:**
 - a. Ensures that all financial resources of the Region/Area are accounted for in an effective and efficient manner.
 - b. Coordinates the long-range financial plan in conjunction with other team coordinators.
 - c. Prepares and submits the annual budget for the Region/Area.
 - d. Manages bank accounts and investments and keeps accurate and current records of all financial transactions.
 - e. Receives all funds paid to the Region/Area and issues all payments.
 - f. Negotiates contracts for equipment and services required by the Region/Area.
 - g. Holds sole authority to sign contracts on behalf of the Region/Area.
 - h. Coordinates projects to raise non-dues income.
 - i. Presents a report on the Region's/Area's financial condition at meetings of the management team.
 - j. Prepares an annual financial statement for submission to the Accounting Department at International headquarters.
 - k. 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 team.
 - l. Files Annual 990 tax form (United States Regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30 or files any tax forms required by their respective countries on the date appropriate for their local governance and submits evidence of such to International headquarters.
 - m. Provides advice and training to chapter treasurers/financial managers and serves as a resource to chapters with financial questions.
 - n. Provides financial information necessary to complete applications for corporate gifts/grants.
 - o. Collaborates with other members of the team to encourage and support membership growth and retention.

5. FINANCE COORDINATOR (Continued)

3. **Responsibilities:**

Each Regional/Area Management Team member is responsible for:

- a. Maintaining contact with appropriate staff members at International headquarters.
- b. Maintaining comprehensive records and forwarding materials to her successor.
- c. Training her successor.
- d. Appoints staff to assist with the implementation of responsibilities as needed.

6. MARKETING COORDINATOR

1. **Appointment:**
A Marketing Coordinator is appointed by the management team of each Region. She is appointed for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.
2. **Typical Duties:**
 - a. Develops and provides marketing and public relations programs that promote chapter and Regional/Area events, and membership growth retention.
 - b. Plans and implements marketing and public relations programs to increase membership growth and retention.
 - c. Designs and implements plans to market events and products.
 - d. Works in coordination with the Membership Coordinator on membership growth and retention plans.
 - e. Works in coordination with the Events and Education Coordinators on marketing events.
 - f. Works in coordination with the Communications Coordinator on Regional/Area Web site and database design, implementation, and maintenance.
 - g. Maintains database of media contacts.
 - h. Writes and distributes press releases and produces media kits.
 - i. Invites media to regional events and serves as onsite media contact.
 - j. Initiates media opportunities including on-air interviews and feature stories.
 - k. Maintains database of advertising contacts.
 - l. Designs, negotiates, and buys advertising in local media.
 - m. Sells advertisements in Regional/Area publications.
 - n. Collaborates with other members of the team to encourage and support membership growth and retention.
 - o. Provides advice and training to chapter Marketing/PR Chairs and serves as a resource to chapters with marketing questions.
3. **Responsibilities:**
Each Regional/Area Management Team member is responsible for:
 - a. Maintaining contact with appropriate staff members at International headquarters.
 - b. Maintaining comprehensive records and forwarding materials to her successor.
 - c. Training her successor.
 - d. Appoints staff to assist with the implementation of responsibilities as needed.

7. MEMBERSHIP COORDINATOR

1. **Elected:**
A Membership Coordinator is elected by the members of chartered chapters in each Region. She is elected for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.
2. **Typical Duties:**
 - a. Represents the interests of chapter management and membership on the Regional/Area Management Team.
 - b. Communicates president/team leader and chapter needs and issues to the Regional/Area Management Team.
 - c. Provides and facilitates a forum for presidents/team leaders at Regional/Area events.
 - d. Instills in the members of her Region/Area an awareness of their relationship to the organization, to the Region/Area, and to other choruses.
 - e. Develops a plan, in conjunction with the Education Coordinator, to teach chapters in revitalization ways to attract new members and retain existing ones. Assists these chapters in revitalization with growth and retention programs.
 - f. Plans and implements programs in the area of membership growth and retention.
 - g. Works in coordination with Marketing Coordinator on membership growth and retention plans.
 - h. Visits and maintains regular contact with chartered and prospective chapters to promote membership growth and retention programs.
 - i. Provides advice and training to chapter Membership Chairs and serves as a resource to chapters with membership questions.
 - j. Guides prospective chapters through the Steps Toward Chartering program.
 - k. Develops support staff to assist in planning and implementing programs such as
 - (1) Steps Toward Chartering
 - (2) Membership recruitment
 - (3) Membership retention
 - (4) Chapters in revitalization
 - l. Appoints a Chapter-at-Large Coordinator to ensure CAL members' awareness of and inclusion in Regional/Area events, programs, and publications.
 - m. Appoints a Chapter Coordinator to maintain regular contact with chapter presidents/team leaders to assess and communicate chapter needs to the Membership Coordinator.
 - n. Collaborates with other members of the team to encourage and support membership growth and retention.

7. MEMBERSHIP COORDINATOR (Continued)

3. **Responsibilities:**

Each Regional/Area Management Team member is responsible for:

- a. Maintaining contact with appropriate staff members at International headquarters.
- b. Maintaining comprehensive records and forwarding materials to her successor.
- c. Training her successor.
- d. Appoints staff to assist with the implementation of responsibilities as needed.

8. TEAM COORDINATOR

1. **Appointment:**
A Team Coordinator is appointed by the management team of each Region. She is appointed for a two-year term, and may serve no more than three consecutive terms on the Regional/Area management Team.
2. **Typical Duties:**
 - a. Facilitates meetings of the Regional/Area Management Team.
 - b. Coordinates the agenda for Regional/Area Management Team meetings with input from members.
 - c. Reviews and approves all chapter standing rules or assigns a designee for this role.
 - d. Reviews Regional/Area standing rules and job descriptions, and makes recommendations for necessary revisions.
 - e. Maintains the region's long-range plan document.
 - f. Maintains the Regional/Area calendar.
 - g. Collaborates with the Communications Coordinator to distribute communications from International headquarters and in-region communications so that all communications are received in a timely fashion.
 - h. Develops a support staff to assist in implementing responsibilities such as
 - (1) Chapter standing rules review
 - (2) Regional/Area calendar
 - i. Collaborates with other members of the team to encourage and support membership growth and retention.
3. **Responsibilities:**
Each Regional/Area Management Team member is responsible for:
 - a. Maintaining contact with appropriate staff members at International headquarters.
 - b. Maintaining comprehensive records and forwarding materials to her successor.
 - c. Training her successor.
 - d. Appointing staff to assist with the implementation of responsibilities as needed.