

Communications Coordinator

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 website and database design, implementation, and maintenance, with input from the Marketing Coordinator.
- Maintains a complete record of regional meetings and activities.
- Distributes copies to members of the team, regional chapters, and the Corporate Secretary at international headquarters.
- In consultation with the RMT, prepares and submits year-end State of the Region Report to the Corporate Secretary 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.
- Trains her successor.

Directors' Coordinator

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.
- Appoints a DCP Coordinator who administers the program within the region.
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.

Education Coordinator

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.
- 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.
- 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

Job Description

- 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.
- 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 and educational 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

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.
- 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 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 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.
- 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 her responsibilities.

Marketing Coordinator

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.
- Maintain the region's social media presence — Facebook, Twitter, etc., to keep your members informed and to attract new members.
- Works in coordination with the Communications Coordinator on website 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.
- Collaborates with other members of the team to encourage and support membership growth and retention.
- Maintains contact with appropriate staff members at international headquarters.
- Maintains comprehensive records and forwards materials to successors
- Trains her successor.
- Appoints staff to assist in the implementation of her responsibilities.
- Provides advice and training to chapter Marketing/PR Chairs and serves as a resource to chapters with marketing questions.

Membership Coordinator

Job Description

- 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. Assists these chapters with growth and retention programs.
- 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 and prospective chapters to promote membership growth and retention programs.
- Provides advice and assistance to chapter Membership Chairs and serves as a resource to chapters with membership questions.
- Guides prospective chapters through the *Steps To Chartering* program.
- Develops support staff to assist in planning and implementing programs such as:
 - Steps To 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, as well as any administrative or financial matters that affect them.
- 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.

Team Coordinator

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 minutes, 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.

Regional Management Team

Job Description

- Develops and implements a comprehensive strategic plan that includes long-range plans for which each coordinator is responsible.
- Formulates a regional mission statement.
- Provides educational programs for all members of the region.
- Maintains a viable membership growth and retention program.
- Ensures that all financial resources of the region are managed in an effective and efficient manner.
- Develops and implements plans for recruiting and training successors.
- Appoints a Nominating Committee.
- Utilizes educational opportunities provided by International.
- Maintains effective communication with chapters, Chapter-at-Large and Members-at-Large.
- Maintains a supportive and positive working relationship among team members.
- Defines specific areas of responsibility for each coordinator and the areas in which coordinators have joint (shared) responsibility.
- Evaluates regional events, each other, the effectiveness of the team, and team succession planning.
- Uses the process of consensus to arrive at team decisions.
- Supports the decisions made by the team.
- Serves as middle management of and liaison to the International organization; implements and supports decisions made by the International Board of Directors.