

Regional Communication Coordinator Job Description

RESPONSIBILITIES:

- 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
- Prepares and submits year-end State of the Region Report to the Meetings and Corporate Services Department at international headquarters
- 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

DESIRED SKILLS:

- Computer experience (word processing, database management)
- Journalism or publications experience
- Excellent written communication skills
- Professional administrative experience helpful
- Website maintenance experience helpful

QUALIFICATIONS FOR ALL TEAM MEMBERS:

- Previous experience in chapter or regional leadership/committee work
- Planning/organization skills
- Communication skills
- Delegation skills
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving

Regional Education Coordinator Job Description

RESPNSIBILITIES:

- Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators
- Plans curriculum and seeks out faculty (from inside or outside of the region) for educational events such as seminars and workshops
- Coordinates regional faculty visits to choruses
- Creates and maintains five-year education plan for the region
- Approves chapters, prospective chapters and CAL quartets for public performance
- Develops faculty or staff to assist in implementing regional educational programs
- Appoints an Arrangers Coordinator, YWIH Coordinator and a DCP Coordinator to administer these programs within the region

DESIRED SKILLS:

- Previous experience in chapter or regional leadership/committee work
- Demonstrated knowledge of barbershop style
- Demonstrated ability to assess educational needs of targeted learners
- Experience in planning curricula for educational events and/or event planning
- Professional music education/administration experience helpful

QUALIFICATIONS FOR ALL TEAM MEMBERS:

- Planning/organization skills
- Communication skills
- Delegation skills
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving

Regional Membership Coordinator Job Description

RESPONSIBILITIES:

- Communicates president/team leader and chapter needs and issues to the Regional Management Team
- Provides/facilitates a forum for presidents/team coordinators at regional events
- 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, in conjunction with Marketing Coordinator
- 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: membership recruitment, retention, and chapter revitalization
- Appoints a Chapter-at-Large Coordinator

DESIRED SKILLS:

- Demonstrated ability to facilitate discussions/meetings
- Able to synthesize information and present it accurately and effectively
- Negotiation skills
- Accessible and approachable
- Professional administrative experience helpful

QUALIFICATIONS FOR ALL TEAM MEMBERS:

- Previous experience in chapter or regional leadership/committee work
- Planning/organization skills
- Communication skills
- Delegation skills
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving

Regional Team Coordinator Job Description

RESPONSIBILITIES:

- 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

DESIRED SKILLS:

- Demonstrated ability to facilitate discussions/meetings
- Demonstrated facilitation skills
- Demonstrated understanding of corporate, regional, and chapter bylaws and rules
- Demonstrated understanding of strategic long-range planning
- Professional administrative experience helpful

QUALIFICATIONS FOR ALL TEAM MEMBERS:

- Previous experience in chapter or regional leadership/committee work
- Planning/organization skills
- Communication skills
- Delegation skills
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving