

## **REGION 3 MANAGEMENT TEAM JOB DESCRIPTIONS**

**NOTE:** While the basic job descriptions are outlined by International, each RMT has the ability to modify them as they see fit to realign duties within our region. Therefore, if you compare these to the descriptions in the official RMT handbook, you will find a few slight differences for our region.

### **REGIONAL MANAGEMENT TEAM**

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

### **Communications Coordinator – Regional Appointment**

- 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
- Is responsible for recording and preparing minutes of all meetings of the regional management team
- Distributes copies of minutes to members of the team, regional chapters, and the Meetings and Corporate Services Department at International Headquarters
- In consultation with the RMT, prepares and submits year-end Team Report to the Meetings and Corporate Services Department at International Headquarters by established deadline
- In consultation with the RMT, prepares and submits summary of Annual Regional Report to the Meetings & Corporate Services Department at International Headquarters by established deadline
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- **APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED**

### **Directors' Coordinator – Elected by Region 3 Directors**

- Represents the interests of 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
- Provides and facilitates a forum for directors at regional events
- Appoints a DCP Coordinator who administers the program within the region
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- **APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED**

### **Education Coordinator – International Appointment**

- 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
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- **APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED**

### **Events Coordinator – Regional Appointment**

- 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 (CRC) as defined in the Guidelines for Regional Convention
- Works in coordination with the Marketing and Education Coordinators on marketing events
- Oversees registrations for all regional events
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
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### **Finance Coordinator – Regional Appointment**

- Ensures that all financial resources of the region are accounted for in an effective and efficient manner
- Coordinates the long-range financial 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 equipment and services required by the region
- Holds sole authority to sign contracts on behalf of the region
- Coordinates projects to raise non-dues income
- Presents a report on the region's financial condition at meetings of the RMT
- 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(s) selected by the RMT or for examination or audit at any time as directed by the RMT
- Files Annual 990 tax form (United States regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30
- Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions
- Provides financial information necessary to complete application for corporate gifts/grants
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
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### **Marketing Coordinator – Regional Appointment**

- 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
- Works in coordination with the Events and Education Coordinators on marketing events
- Works in coordination with the Communications Coordinator on Web site and database design, implementation, and maintenance
- Maintains and plans 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
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- **APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED**

## **Membership Coordinator – Elected by Regional Membership**

- Represents the interests of chapter management and membership on the Regional Management Team
- Communicates president/team leader and chapter needs/issues to the Regional Management Team
- Provides and facilitates a forum for presidents/team leaders 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 area 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
  - Membership 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
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED



### **Team Coordinator - Regional Appointment**

- Facilitates meetings of the Regional Management Team
- Coordinates agenda for Regional Management Team meetings with input from 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 implementing responsibilities such as Chapter standing rules review
- Regional calendar
- Acts as a pipeline and sounding board between Chorus Leaders and the RMT for a variety of resources
- Fosters and maintains Chorus Presidents/Team Manager Networks and focus groups
- Builds and Mentors Leadership within our Choruses
- Additional responsibilities as assigned by team consensus

Each team member is responsible for:

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- **APPOINTING STAFF TO ASSIST WITH THE IMPLEMENTATION OF RESPONSIBILITIES AS NEEDED**