**Communications Coordinator**

• 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.

• 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

Corporate Services Department at international headquarters.

• In consultation with the RMT, prepares and submits year-end State of the Region Report to the 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.

• Appoints staff to assist in the implementation of responsibilities as needed.

• Trains her successor.

**Membership Coordinator**

• 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.

• 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.

• 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

• 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.

• 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 as needed.

**Team Coordinator**

• 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.

• 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 as needed.

**Directors’ Coordinator**

• Represents the interests of 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.

• Trains her successor.

• Appoints staff to assist in 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.

• 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 responsibilities as needed.

**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 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.

• 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.

**Finance Coordinator**

• 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 Regional Management Team or for examination or audit at any time as directed by the team.

• 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 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 responsibilities as needed.

**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 coordination with the Membership Coordinator on membership growth and retention plans.

• Works in coordination with the Events and Education Coordinators on marketing events.

• 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.

• 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 as needed.