

Position: **Communications Coordinator**

Reports to: Regional Management Team

Supervises: Database Coordinator, *In Tune* Editor, Webmistress, Regional Directory/Calendar, Mailing List Coordinator, Nominating Committee, Tellers Committee

Description: **Regional Management Team Appointment**

- Receives communications from the international organization and disperses to the region.
- Maintains internal communication channels among the region, chapters, and individual members.
- 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.
- Distributes copies 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 the Annual Regional Evaluation Report and the year-end State of the Region Report to the **Meetings and Corporate Services Department** at international headquarter by established deadline.
- Collaborates with other **members of the RMT** to support and promote programs for membership growth and retention.

Communications Coordinator Task Calendar

Chair of Nominating Committee. Selects nominating committee for RMT positions.

Works with Team Coordinator to develop meeting agenda.

Records and distributes RMT minutes. Posts them to regional website.

Appoints staff to assist in duties.

Maintains comprehensive records and forwards materials to successor and trains the successor.

Develops and maintains Regional Leadership Database.

Maintains contact with appropriate staff members at international headquarters.

Resources for chapter communications coordinators or secretaries.

Position: **Directors' Coordinator**

Reports to: Regional Management Team

Supervises: DCP Coordinator

Description: **Elected position by Regional Front-line Directors**

- Represents the interests of the regional directors on the regional management team.
- Communicates with directors in her region to assess their needs.
- Supervises and helps coordinate DCP (Directors Certification Program) and IMAP (International Music Arrangers Program) and activities and participants in region *
- Oversees Star Chorus and assigns Director. *
- Communicates directors' needs and the needs of their chapters to the Team Coordinator and Education Coordinator.
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

* Region 13 assigned responsibilities from Education Coordinator.

DIRECTORS' COORDINATORS TASK CALENDAR

Maintains comprehensive records and forwards material to successor and trains her successor.

Maintains contact with appropriate staff members at international headquarters.

Provides and facilitates a forum for directors at regional events.

Appoints staff to assist in the implementation of her responsibilities.

Resource for regional front-line, assistant and associate directors.

Position: **Education Coordinator**

Reports to: Regional Management Team

Supervises: Regional faculty, Young Women in Harmony Coordinator,
Workshop Coordinators, Visual Coordinator, Quartet Promotion
Coordinator, Resource Team

Works with: Same as above, RMT, Quartets and Choruses

Description: **International Appointment**

- Develops, coordinates and monitors education programs in conjunction with other coordinators for both choruses and quartets.
- Plans curriculum for educational events such as seminars and workshops.
- Maintains five-year education plan document.
- Coordinates regional faculty visits to choruses.
- Develops a plan for maintaining the integrity of the musical product and administrative processes of chapters in revitalization as outlined in the RMT Handbook.
- Approves chapters, prospective chapters and chapter-at-large quartets for public performance.
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

EDUCATION COODINATOR TASK CALENDAR

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to successor and trains her successor.

Appoints staff to assist with implementation of responsibilities as needed.

Develops faculty or staff to assist in implementing programs such as:

- Faculty training
- Young Women in Harmony
- Quartet Training

Works in coordination with Events and Marketing Coordinators on marketing event.

Resources for chapter Education Coordinator or equivalent.

Position: **Education Coordinator**

Reports to: Regional Management Team

Supervises: Regional faculty, Young Women in Harmony Coordinator,
Workshop Coordinators, Visual Coordinator, Quartet Promotion
Coordinator, Resource Team

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- Coordinates regional faculty visits to choruses.
- Develops a plan for maintaining the integrity of the musical product and administrative processes of chapters in revitalization as outlined in the RMT Handbook.
- Approves chapters, prospective chapters and chapter-at-large quartets for public performance.
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

EDUCATION COODINATOR TASK CALENDAR

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to successor and trains her successor.

Appoints staff to assist with implementation of responsibilities as needed.

Develops faculty or staff to assist in implementing programs such as:

- Faculty training
- Young Women in Harmony
- Quartet Training

Works in coordination with Events and Marketing Coordinators on marketing event.

Resources for chapter Education Coordinator or equivalent.

Position: **Finance Coordinator**

Reports to: Regional Management Team

Supervises: Accounts Payable Chair, Harmony Emporium Chair

Works with: Same as above, Regional Management Team, Chapters,
Regional Convention Steering Chair and Committee, Chapter at Large Liaison

Description: **Regional Management Team appointment**

- Guides the RMT in preparing 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 equipments required by the region and holds the sole authority to sign contracts on behalf of the region.
- Develops staff to assist in implementing responsibilities such as:
 - Grant applications
 - Regional ways and means
 - Bookkeeping
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

FINANCE COORDINATOR TASK CALENDAR

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to successor and trains her successor.

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 with the Internal Revenue Service by Sept 15 for the preceding year ending April 30.

Prepares an annual financial statement for the Director of Finance and Administration at international headquarters.

Participates in long-range financial planning.

Coordinates ways and means (non-dues income) projects.

Provides advice and training to chorus treasurers; serves as a resource to choruses with financial questions.

Provides financial information necessary to complete applications for corporate gifts/grants.

Resource for chapter Financial coordinators/treasurers.

Position: **Membership Coordinator**

Reports to: Regional Management Team

Supervises: Chapter at Large Liaison, Chapter Coordinator, Marketing Coordinator, and Education Coordinator.

Works with: Same as above

Description: **Elected position by Regional Chapter membership**

- 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.
- Develops a plan, in conjunction with the **Education Coordinator**, to teach chapters in revitalization ways to attract new members and retain existing ones.
- Works in coordination with **Marketing Coordinator** on Membership growth and retention plans.
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

MEMBERSHIP COORDINATOR TASK CALENDAR

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to successor and trains her successor.

Appoints/develops staff to assist in implementing responsibilities as needed.

Provides and facilitates a forum for Presidents/team coordinators at regional events.

Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs.

Guides prospective chapters through the *Steps Toward Chartering* program.

Develops support staff to assist in planning and implementing programs such as:

- Steps Toward Chartering
- Membership recruitment
- Member retention
- Chapters in Revitalization

Instills in the members of her region an awareness of their relationship to the organization, to the region and to other choruses.

Appoints a Chapter-at-Large Liaison to ensure CAL members' awareness of and inclusion in regional events, programs and publications.

Appoints Chapter Coordinator to maintain regular contact with chapter presidents/team leaders to assess and communicate chapter needs to the Membership coordinator.

Resources for chapter membership chairs.

Position: **Marketing Coordinator**

Reports to: Regional Management Team

Supervises: Marketing/PR Team,

Works with: Same as above, local media, Membership Coordinator, Events Coordinator, Education Coordinator, and Communications Coordinator

Description: **Regional Management Team Appointment**

- Develops, implements and provides marketing and public relations programs that promote chapter and regional events, and membership growth and retention.
- Works in coordination with the Membership Coordinator on membership growth and retention plans, with the Events and Education Coordinators on marketing events, and Communications Coordinator on Web site and database design, implementation and maintenance.
- Maintains database of media and advertising contacts.
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

MARKETING COORDINATOR TASK CALENDAR

Appoints/develops staff to assist in implementing responsibilities as needed.

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to successor and trains her successor.

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 features stories.

Designs, negotiates and buys advertising in local media.

Sell advertisements in regional publications.

Resource for chapter marketing chairs.

Position: **Team Coordinator**

Reports to: Regional Management Team

Supervises: Regional Calendar, Bylaws and Rules, Long Range Planning

Description: **Regional Management Team Appointment**

- Facilitates the meetings of the regional management team.
- Reviews and approves all chapter standing rules.
- Monitors implementation of the region's long-range plan.
- Maintains the regional calendar. *
- Develops staff to assist in implementing responsibilities such as:
 - Chapter standing rules review
 - Regional calendar
- Resource for chapter Presidents/Team Leaders.
- Collaborates with other members of the RMT to support and promote programs for membership growth and retention.

* In Region 13, this duty is assigned to Communications Coordinator.

TEAM COORDINATOR TASK CALENDAR:

Reviews regional standing rules and job descriptions, and makes recommendations for necessary revisions.

Coordinates the agenda for regional management team meetings with input from other members.

Work with Communications Coordinator to develop RMT meeting agendas.

Work with Events Coordinator to line up RMT meeting facilities.

Review Region's long range plan on a quarterly basis.

Maintains contact with appropriate staff members at international headquarters.

Maintains comprehensive records and forwards materials to successor and trains her successor.