

ADDENDUM 1 OF REGIONAL STANDING RULES REGIONAL MANAGEMENT JOB DESCRIPTIONS

Each member of the Regional Management Team is responsible for:

- **Maintaining contact with appropriate staff members at International Headquarters**
- **Maintaining comprehensive records and forwarding materials to her successor**
- **Training her successor**
- **Appointing staff to assist with the implementation of responsibilities as needed**

THE REGIONAL MANAGEMENT TEAM:

- Serves as middle management of and liaison to the International organization, implements and supports decisions made by the International Board of Directors.
- Formulates a regional mission statement
- Develops and implements a comprehensive strategic plan that includes long-range plans or which each coordinator is responsible
- Maintains a viable membership growth and retention program.
- Provides educational programs for all members of the region.
- 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 request 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

- In consultation with the RMT, prepares and submits year-end State of the Region report to the Corporate Secretary at International Headquarters by the established deadline
- In consultation with the RMT, prepares and submits a summary of Annual Evaluation Regional Report to the Corporate Secretary at International Headquarters by the established deadline

DIRECTORS' COORDINATOR (Elected by Chapter Front-line Directors)

- Represents the interests of regional directors to 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 Director Certification Program Coordinator who administers the program within the region

EDUCATION COORDINATOR (International Appointment)

- Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators
- Plans curriculum for education 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 chapter and prospective chapters for public performance
- Auditions Chapter-At-Large quartets for approval 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 Young Women In Harmony Coordinator to educate and inform the musical leaders in each chorus about the YWIH program

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

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 (or persons) selected by the RMT or for examination or audit at any time as directed by the RMT
- Files Annual 990 tax forms (~~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

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 plans
- 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 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

MEMBERSHIP COORDINATOR (Elected by Chapter Members)

- Represents the interests of chapter management and membership on the Regional Management Team
- Communicates president/team leader and chapter needs and issues to the RMT
- 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 programs
- Visits and maintains regular contact with chartered chapters to promote membership growth and retention plans
- 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

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
- 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 Secretary at International Headquarters

- 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