

REGION 7 MANAGEMENT TEAM JOB DESCRIPTIONS

1) Communications Coordinator – CC (Regional Appointment, term start odd year)

- a) Receives communications from the International organization and disperses to the region.
- b) Maintains internal communication channels among the region, chapters, and individual members.
- c) Develops and maintains the regional leadership database.
- d) Is responsible for regional Web site and database design, implementation and maintenance, with input from the Marketing Coordinator.
- e) Maintains a complete record of regional meetings and activities.
- f) Is responsible for recording and preparing minutes of all meetings of the regional management team.
- g) Distributes copies of minutes to members of the team, regional chapters, and the Meetings and Corporate Services Department at International Headquarters.
- h) 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.
- i) 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.
- j) Maintains contact with appropriate staff members at international headquarters.
- k) Maintains comprehensive records and forwards materials to her successor.
- l) Trains her successor.
- m) Appoints and trains staff to assist with the implementation of all responsibilities as needed.
- n) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

2) Directors' Coordinator – DC (Directors Vote, term start odd year)

- a) Represents the interests of the regional directors on the regional management team.
- b) Communicates with directors in her region to assess their needs.
- c) Communicates directors' needs and the needs of their chapters to the Education Coordinator.
- d) Provides and facilitates a forum for directors at regional events.
- e) Maintains contact with appropriate staff members at international headquarters.
- f) Maintains comprehensive records and forwards materials to her successor.
- g) Trains her successor.
- h) Appoints and trains staff to assist with the implementation of all responsibilities as needed.
- i) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

3) Education Coordinator – EC (International Appointment, term start even year)

- a) Develops, coordinates, and monitors regional education programs in conjunction with other coordinators.
- b) Plans curriculum for educational events such as seminars and workshops.
- c) Works in coordination with Events and Marketing Coordinators on marketing events.
- d) Coordinates regional faculty visits to choruses.
- e) Maintains five-year education plan document.
- f) Implements the chapter revitalization plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.
- g) Approves chapters and prospective chapters for public performance.
- h) Auditions for approval Chapter-at-Large quartets for public performance.

Region 7 RMT Job Descriptions

- i) Develops faculty or staff to assist in implementing regional educational programs.
- j) Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the region.
- k) Appoints a Young Women in Harmony Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.
- l) Appoints a Directors Certification Program Coordinator who administers the program within the region.
- m) Maintains contact with appropriate staff members at International Headquarters.
- n) Maintains comprehensive records and forwards materials to her successor.
- o) Trains her successor.
- p) Appoints staff to assist with the implementation of responsibilities as needed.
- q) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

4) Events Coordinator – EVC (Regional Appointment, term start even year)

- a) Facilitates the securing of appropriate venues for regional programs and events, including site inspections and negotiation of contracts.
- b) Coordinates on-site arrangements for all regional meetings and events, including regional competitions.
- c) Serves as or oversees the work of the Chair of the Regional Convention (CRC) as defined in the Guidelines for Regional Convention.
- d) Works in coordination with the Marketing and Education Coordinators on marketing events.
- e) Oversees registrations for all regional events.
- f) Maintains contact with appropriate staff members at International Headquarters.
- g) Maintains comprehensive records and forwards materials to her successor.
- h) Trains her successor.
- i) Appoints staff to assist with the implementation of responsibilities as needed.
- j) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

5) Finance Coordinator – FC (Regional Appointment, term start odd year)

- a) Ensures that all financial resources of the region are accounted for in an effective and efficient manner.
- b) Coordinates the long-range financial plan in conjunction with the other team coordinators.
- c) Prepares and submits the annual budget for the region.
- d) Manages bank accounts and investments and keeps accurate and current records of all financial transactions.
- e) Receives all funds paid to the region and issues all payments.
- f) Negotiates contracts for equipment and services required by the region.
- g) Holds the sole authority to sign contracts on behalf of the region.
- h) Coordinates projects to raise non-dues income.
- i) Presents a report on the region's financial condition at meetings of the RMT.
- j) Prepares an annual financial statement for submission to the Director of Finance and Administration at International Headquarters.
- k) 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
- l) Files the Annual 990 tax form with the Internal Revenue Service by September 15 for the preceding fiscal year ending April 30.
- m) Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions.
- n) Provides financial information necessary to complete applications for corporate gifts/grants.
- o) Maintains contact with appropriate staff members at International Headquarters.
- p) Maintains comprehensive records and forwards materials to her successor.

- q) Trains her successor.
- r) Appoints staff to assist with the implementation of responsibilities as needed.
- s) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

6) Marketing Coordinator – MKC (Regional Appointment, term start even year)

- a) Develops and provides marketing and public relations programs that promote chapter and regional events, and membership growth and retention.
- b) Plans and implements marketing and public relations programs to increase membership growth and retention.
- c) Designs and implements plans to market events and products.
- d) Works in coordination with the Membership Coordinator on membership growth and retention plans.
- e) Works in coordination with the Events and Education Coordinators on marketing events.
- f) Works in coordination with the Communications Coordinator on Web site and database design, implementation, and maintenance.
- g) Maintains database of media contacts.
- h) Writes and distributes press releases and produces media kits.
- i) Initiates media opportunities including on-air interviews and feature stories.
- j) Maintains database of advertising contacts.
- k) Designs, negotiates, and buys advertising in local media.
- l) Sells advertisements in regional publications.
- m) Maintains contact with appropriate staff members at International Headquarters.
- n) Maintains comprehensive records and forwards materials to her successor.
- o) Trains her successor.
- p) Appoints staff to assist with the implementation of responsibilities as needed.
- q) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

7) Membership Coordinator – MBC (Regional Appointment, term start even year)

- a) Represents the interests of chapter management and membership on the RMT.
- b) Communicates president/team leader and chapter needs and issues to the RMT.
- c) Provides and facilitates a forum for presidents/team leaders at regional events.
- d) Instills in the members of her region an awareness of their relationship to the organization, to the region, and
 - (1) to other choruses.
- e) Develops a plan, in conjunction with the Education Coordinator, to teach chapters in revitalization ways to attract new members and retain existing ones.
- f) Plans and implements programs in the area of membership growth and retention.
- g) Works in coordination with the Marketing Coordinator on membership growth and retention plans.
- h) Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs.
- i) Guides prospective chapters through the Steps Toward Chartering program.
- j) Assists chapters in revitalization with growth and retention programs.
- k) Develops support staff to assist in planning and implementing programs such as
 - (1) Steps Toward Chartering
 - (2) Membership Recruitment
 - (3) Membership Retention
 - (4) Chapters in Revitalization
- l) Appoints a Chapter-at-Large Coordinator to ensure CAL members' awareness of and inclusion in regional events, programs, and publications.

Region 7 RMT Job Descriptions

- m) Appoints a Chapter Coordinator to assist in maintaining contact and communication lines between regional chapters and RMT. (NOTE: This clause added 1/15/07.)
- n) Maintains contact with appropriate staff members at International Headquarters.
- o) Maintains comprehensive records and forwards materials to her successor.
- p) Trains her successor.
- q) Appoints staff to assist with the implementation of responsibilities as needed.
- r) Assumes other responsibilities as listed in the Region 7 Job Description Guide.

8) Team Coordinator – TC (Regional Appointment, term start odd year)

- a) Facilitates the meetings of the RMT.
- b) Coordinates the agenda for RMT meetings with input from members.
- c) Reviews and approves all chapter standing rules.
- d) Reviews regional standing rules and job descriptions, and makes recommendations for necessary revisions.
- e) Maintains the region's long-range plan document.
- f) Maintains the regional calendar.
- g) Develops a support staff to assist in implementing responsibilities such as:
- h) chapter standing rules review
- i) regional calendar
- j) Maintains contact with appropriate staff members at International Headquarters.
- k) Maintains comprehensive records and forwards materials to her successor.
- l) Trains her successor.
- m) Appoints staff to assist with the implementation of responsibilities as needed.
- n) Assumes other responsibilities as listed in the Region 7 Job Description Guide.