

**Sample C—Job Descriptions for Regional Management Team Positions**

A vodcast outlining each RMT Coordinator's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines website.

**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.

**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.

**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.

### **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.

### **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.

### **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.

## **Sample D—Suggested Qualifications/Skills for Regional Management Team Members**

### **Qualifications/Skills for all Team Members**

- Planning/organization skills
- Communication skills
- Delegation skills
- Motivational skills
- Time availability appropriate to each position
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving

### **Communications Coordinator**

- Relevant regional service or equivalent related experience
- Computer experience (word processing, database management)
- Journalism or publications experience
- Written communication skills
- Demonstrated ability to coordinate various activities simultaneously
- Ability to record meeting minutes accurately

### **Directors' Coordinator**

- Experience as associate, assistant, or front-line director
- Demonstrated knowledge of the barbershop style
- Demonstrated ability to communicate effectively
- Demonstrated ability to facilitate discussions/meetings
- Demonstrated ability to synthesize information and present it accurately and effectively
- Knowledge of directors' needs (information gathering)
- Knowledge of Director Certification Program (DCP)
- Negotiation skills
- Accessible and approachable

### **Education Coordinator**

- Relevant regional service or equivalent related experience
- Supervisory/management experience
- Demonstrated knowledge of barbershop style
- Demonstrated ability to assess educational needs of targeted learners
- Experience in planning curricula for educational events
- Experience in event planning

### **Events Coordinator**

- Demonstrated event planning and site selection experience
- Demonstrated understanding of contract negotiations
- Demonstrated understanding of audio/visual equipment

- Knowledge of basic finance concepts
- Ability to travel
- Ability to coordinate various activities simultaneously
- Ability to work proactively
- Energy (stamina)

**Finance Coordinator**

- Relevant regional service or equivalent related experience
- Experience as chorus treasurer
- Thorough knowledge of accounting systems
- Experience in financial management (budgeting, investing)
- Ability to communicate financial plan
- Knowledge of accounting software (spreadsheets)
- Knowledge of contracts

**Marketing Coordinator**

- Relevant regional service or equivalent related experience
- Demonstrated marketing/public relations experience
- Demonstrated knowledge of barbershop style in order to market the organization effectively
- Knowledge of organization structure
- Presentation skills—written and verbal
- Ability to travel

**Membership Coordinator**

- Relevant regional service or equivalent related experience
- Demonstrated ability to communicate effectively
- Demonstrated ability to facilitate discussions/meetings
- Demonstrated ability to synthesize information and present it accurately and effectively
- Knowledge of members' needs (information gathering)
- Negotiation skills
- Accessible and approachable

**Team Coordinator**

- Relevant regional service or equivalent related experience
- Demonstrated facilitation skills
- Demonstrated understanding of corporate, regional, and chapter bylaws and rules
- Ability to coordinate various activities simultaneously
- Demonstrated understanding of strategic long-range planning