

RMT Job Descriptions

General Duties of entire RMT

- Develops, Manages, and Adopts
 - Annual Regional budget
 - Regional Standing Rules revisions
 - Regional Strategic Plan
- Prepares State of the Region (SOR) Report
- Provides support for chorus leadership.
- Provides recommendations for member positions to the International Board of Directors
- 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.
- Develops and implements plans for recruiting and training successors.
- Utilizes educational opportunities provided by International.
- Maintains effective communication with chapters, Members-at-Large, and Chapter-at-Large.
- Maintains a supportive and positive working relationship among team members that develops trust and holds each other accountable.
- Defines specific areas of responsibility for each coordinator and the areas in which coordinators have joint (shared) responsibility.
- Uses the process of consensus to arrive at team decisions.
- Supports the decisions made by the team.

Communications Coordinator

- Receives communication from the international organization and disperses to the region.
- Maintains internal communication among the region, chapters, and individual members.
- Develops and maintains the regional leadership database.
 - Solicitation of potential leaders falls under the Leadership Specialists (TC)
- Is responsible for the regional website and database design, implementation, and maintenance.
- Designs, maintains, and updates regional contest website, in conjunction with Convention Steering Committee.
- 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.
- In consultation with the RMT, prepares and submits the Annual Regional Evaluation 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.
- Provides mentoring opportunities for Assistant Directors.
 - Selects Assistant Director Liaison in conjunction with Education Coordinator.
- Coordinates educational opportunities for Directors and Assistant Directors, in conjunction with Education Coordinator.
- Communicates directors' needs and the needs of their chapters to the Education Coordinator.
- Maintains accurate contact information for all Region 4 Directors and relays information to the Communications Coordinator.
- Appoints or conducts DCP process, in conjunction with the Education Coordinator.
 - Oversees DCP coordinator process.
 - Monitor DCP participant testing and advancements
- 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.

Education Coordinator

- Develops, coordinates, and monitors regional educational programs in conjunction with the RMT.
- Plans curriculum for educational events.
- Works in coordination with Events and Marketing Coordinators to promote events.
- Coordinates regional faculty visits to choruses.
- Manages Internationally Funded Visits
- Creates and maintains a five-year education plan document.
- In conjunction with the Membership Coordinator, implement the chapter revitalization plan to maintain the integrity of the musical product.
- Approves chapters and prospective chapters for public performance, as outlined in the Chapter Guide.
- Auditions or appoints a regional faculty member to approve Chapter-at-Large quartets for public performance.
- Develops faculty or staff to assist in implementing regional educational programs.
 - Faculty Education
 - General Education
 - Quartet Education
 - Chair of the Regional Convention
 - Recommends CC to International
 - YWIH Education
 - Arranger Education
- In coordination with the Directors' Coordinator, appoints a Director Certification Program Coordinator who administers the program within the region.
- 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.

Events Coordinator

- Facilitates the securing of appropriate venues for RMT meetings, regional programs, and events, including site inspections and negotiation of contracts.
- Coordinates on-site arrangements for all educational regional meetings and events.
- Works with Education Coordinator and members of the Convention Steering Committee to assist in coordinating facility details related to the Regional Convention and Competition, as outlined in the Competition Handbook.
- Works in coordination with the Marketing and Education Coordinators on marketing events.
- Oversees registration for all regional events.
- 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.

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 and 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.
- Provides statistical and cost analysis to the RMT, as needed.
- Prepares an annual financial statement for submission to the Controller at international headquarters.
- Submits accounting records for audit at the close of the fiscal year to a qualified person(s) selected by the Regional Management Team or for examination or audit at any time as directed by the team.
- Files annual 990 tax form 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.
- Appoints staff to assist in the implementation of responsibilities as needed.
- Trains her successor.

Marketing Coordinator

- Develops and provides marketing and public relations programs that promote 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 all members of the RMT to promote their various initiatives.
- Post regional events and updates on social media.
- Coordinates regional convention marketing efforts with CRC.
- Maintains a database of media contacts.
- Write and distributes press releases and produces media kits.
- Invites media to regional events and serves as onsite media contact.
- Initiate's media opportunities including on-air interviews and feature stories.
- 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 interest of chapter management and membership on the Regional Management Team.
- Communicates needs and issues from presidents/team leaders and chapter to the Regional Management Team.
- Provides and facilitates a forum for presidents/team leaders at regional events.
- Plans and implements programs in the areas of membership growth and retention and appoints staff, as needed, to assist in these responsibilities.
 - Member Programs: Membership growth, Membership retention, At-Large member connections, Alternate member connections (Associate, Dual, Youth, Lifetime), Incentive Programs (Member recognition, attendance, longevity, etc.)
 - Chorus Assistance: Rehearsal strategies, Conflict management
 - Prospective Chorus Programs (e.g., Cold Starts, Steps Program)
 - Revitalization/Dissolution Processes
 - Membership database
- Ensures that Members-at-Large and Chapter-at-Large members are aware of and included in regional events, programs, and publications.
- Maintains and tracks various contest statistics.
- 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 members at International headquarters.
- Maintains comprehensive records and forwards materials to successor.
- Trains her successor.

Team Coordinator

- Responsible for overall successful leadership and management of the Region
- Participates in development and delivery of administrative training plans and materials, especially in support of leadership development.
- Trains new RMT members on protocol (i.e., confidentiality, accountability, meeting interaction, etc.)
- Develops and maintains regional job descriptions, in conjunction with RMT members.
- Supports all RMT members and committees in regional staff appointments and development efforts.
- Appoints, directs, and oversees the activities of a Regional Bylaws and Rules Chair, who reviews and approves all Chapter Standing rules.
- Appoints, directs, and oversees a Regional Secretary who:
 - Maintains a complete record of regional meetings and activities.
 - Records and prepares 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.
- Solicitation and identification of potential regional leaders.
- Annually appoints a three-member nominating committee.
- Facilitates the meetings of the Regional Management Team.
- Coordinates the agenda for Regional Management Team meetings with input from other team members.
- 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 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.

Associate Member

- Aid the RMT in a variety of duties and in a variety of capacities depending upon interest and skill level.

Secretary

- Maintain a complete record of regional meetings and activities. Record, prepare and distribute minutes of all meetings to RMT members. Summary of minutes posted for general membership review.