

# **Standing Rules - Addendum # 2 – January 2025**

## **Standing Chair Duties**

### **Team Coordinator**

#### **Recording Secretary**

- Attends RMT meetings
- Prepares the minutes of the RMT meetings
- Creates Rap-up for Regional Distribution
- Updates and maintains Regional Standing Rules

#### **Bylaws and Rules**

- Reviews revisions of chapter bylaws and rules
- Assists chapters with bylaws and standing rules

**Strategic Planning** - Assists and advises RMT with future strategies

#### **Teller Committee**

- Conducts election survey for the Directors' Coordinator and the Membership Coordinator positions.
- Submits report to the Nominating Committee Chair and to the Team Coordinator.
- Retains results for a minimum of 30 days after the Regional Management Team makes the official announcement of the election results.

### **Communications Coordinator**

#### **Web Team (Committee 2-4 People)**

- Updates Regional webpage, contact lists, bios, and photos
- Distributes e-Blast messages
- Receives photos and creates Slideshows of Regional Events
- Maintains the Region 4 Facebook page and
- Creates a positive presence and excitement on Social Media

### **Director Coordinator**

**Assistant Director** – Represents the interest of Assistant Directors and provides a network for them.

**Director's Certification Program** - Proctors tests; maintains records of the program; maintain communication with candidates

### **Education Coordinator**

**Education Steering Committee** - Meets periodically (via email and at least one face-to-face meeting) to consider and give input into the planning and logistics of educational events in Region 4. The steering committee makes recommendations to the board concerning the educational direction of the region, drawing on their own experience and the input of judges, regional leaders, and members of Region 4.

**Regional Faculty** - The annual duties of a regional faculty member are as follows:

1. Upgrade teaching skills and support the region by attending as many Regional and International education events as possible during the year.
2. Visit choruses at the request of the ED under the Regional Chorus Visit Program, and make a written report on each visit.
3. Teach at regional events at the request of the ED.
4. May be asked to submit a brief written annual report (via paper or e-mail) of faculty activities (in Region 4 and beyond) prior to April 30 to be incorporated into the ED's annual report.

## **Events Coordinator**

**Events Assistant** - assists with managing regional events

### **Registration**

- Manages registration, including Regional Convention, and manages the collection of fees for some regional events
- Manages the registration table at regional events

**Chair of the Regional Convention** - The general chair of the convention; Chairs for Regional Convention Duties are outlined in the Guidelines for Regional Conventions

## **Financial Coordinator**

### **Financial Secretary**

- Distributes assessment invoices
- Collects assessments
- Maintains records
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### **Treasurer**

- Manages the accounts of the Region
- Prepares budget for RMT review and approval

**Ways and Means** - Develops income producing methods

## **Marketing Coordinator**

### **Graphic Arts Assistant**

- Assists in creation of bulletins
- Assists in creation of banners, signs, etc.

## **Membership Coordinator.**

**Membership Longevity Manager** - Tracks membership and recognizes milestones

**CAL Communications Rep** - Responsible for all communications to be delivered to Chapter-At-Large and Members-At-Large Members in Region 4.