

## **Job Descriptions for Regional Management Team Positions 2 year term May 1, 2011 – April 30, 2013**

### **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.
- 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 successor.
- Trains her successor.
- Appoints staff to assist in the implementation of responsibilities as needed.
- Responsible for membership growth and retention.

### **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.
- 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 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.
- Responsible for membership growth and retention.

### **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 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.
- 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.
- Responsible for membership growth and retention

## **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.
- 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 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.
- Responsible for membership growth and retention

## **ATTENDANCE REQUIREMENT**

- Each RMT member is expected to be in attendance at each RMT meeting. Any RMT member absent from two (2) meetings in one fiscal year, regardless of cause, shall be expected to tender her resignation. If an RMT member has prior knowledge that she will be absent from the second meeting, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
- Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.

## **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

### ***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

### ***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)

### ***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

### ***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
- Familiar with accounting software and spreadsheets
- Knowledge of contracts

## Other Regional Committees/Activities

If you are not interested in a position on the regional management team, please consider involvement in other regional committees.

Below is a list of the chair, coordinator, event, resource, and committee positions currently functioning in the region. Please read the list carefully and indicate your preferences.

- |   |  |
|---|--|
| <input type="checkbox"/> Arrangers' Coordinator                     | <input type="checkbox"/> Bylaws and Rules                        |
| <input type="checkbox"/> Chair of Regional Convention               | <input type="checkbox"/> Coaching/Faculty                        |
| <input type="checkbox"/> Convention Steering Committee              | <input type="checkbox"/> Database Coordinator                    |
| <input type="checkbox"/> Director Certification Program Coordinator | <input type="checkbox"/> Education Resource/Direction Committee  |
| <input type="checkbox"/> External Public Relations                  | <input type="checkbox"/> Fundraising Coordinator                 |
| <input type="checkbox"/> Internal Public Relations                  | <input type="checkbox"/> Quartet Activities Coordinator          |
| <input type="checkbox"/> Historian                                  | <input type="checkbox"/> Leadership Workshop                     |
| <input type="checkbox"/> Newsletter Editor                          | <input type="checkbox"/> Regional Directory Coordinator          |
| <input type="checkbox"/> Regional Scheduling Coordinator            | <input type="checkbox"/> Young Women in Harmony Coordinator      |
| <input type="checkbox"/> Regional Library Coordinator               | <input type="checkbox"/> Site Selection Team                     |
| <input type="checkbox"/> Faculty/Director Training Coordinator      | <input type="checkbox"/> Membership Resource/Direction Committee |

### Workshop Steering Committees:

- Area School Coordinator
- Leadership Workshop
- Other Workshops

Return to  
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