

2-Yr TERMS BEGIN MAY 1 IN EVEN YEARS: Communications, Education, Membership, Team
2-Yr TERMS BEGIN MAY 1ST IN ODD YEARS: Directors, Events, Finance, Marketing

FOR ALL RMT COORDINATORS

- 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 her responsibilities

COMMUNICATIONS COORDINATOR

- Receives communications from the international organization and disperses to the region as needed
- 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 to members of the team, regional chapters, and the Corporate Secretary at international headquarters
- in consultation with the RMT, prepares and submits year-end State of the Region Report to the Corporate Secretary at international headquarters by established deadline

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 5-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 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. This position could be shifted to the responsibility of the Directors Coordinator depending on what would provide the most effective program development and oversight for the region

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. Assists these chapters with growth and retention programs
- Plans and implements programs in the areas of membership growth and retention
- Works in coordination with the 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
- Provides advice and assistance to chapter Membership Chairs and serves as a resource to chapters with membership questions
- Guides prospective chapters through the *Steps to Chartering* program
- Develops support staff to assist in planning and implementing programs such as:
 - Steps to Chartering
 - Membership recruitment
 - Member retention
 - Chapters in revitalization
- Appoints a Chapter-at-Large Coordinator to ensure CAL members' awareness and inclusion in regional events, programs and publications, as well as any administrative or financial matters that affect them

TEAM COORDINATOR

- Facilitates the meetings of the Regional Management Team
- Coordinates the agenda of the Regional Management Team meeting 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

DIRECTORS COORDINATOR

- Represents the interests of the 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

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

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 management team or for examination or audit at any time as directed by the management team
- Files Annual 990 tax form (United States regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30 or files any tax forms required by their respective countries on the date appropriate for their local governance and submits evidence of such to international headquarters
- 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

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

- Maintains the region's social media presence - Facebook, Twitter, etc., to keep your members informed and to attract new members
- 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 on-site 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
- Sells advertisements in regional publications
- Collaborates with other members of the the team to encourage and support membership growth and retention
- Provides advice and training to chapter Marketing/PR Chairs and serves as a resource to chapters with marketing questions

1-YEAR TERMS BEGIN MAY 1ST EACH YEAR

ASSOCIATE RMT MEMBER

- Attends all scheduled meetings of the RMT
- Non-decision making role

TASK-SPECIFIC ASSOCIATE RMT MEMBERS - tasks in addition to the basic Associate role

FACILITY EVENTS COORDINATOR

- Negotiates contracts for venues for regional events, under the direction of the Events Coordinator and/or other members of the RMT
- Provides reports at regularly scheduled meetings of the RMT

RMT SECRETARY

- Records and prepares minutes of all Regional Management Team meetings and dispurses them in a timely manner to members of the RMT
- Maintains file of past minutes

LINK TO FULL RMT HANDBOOK ON THE INTERNATIONAL WEBSITE: [RMT HANDBOOK](#)