

**Region 24
Regional Management Team
Job Description Chart**

Revised 8-07

MEMBERSHIP	COMMUNICATION	DIRECTORS	EDUCATION
<ul style="list-style-type: none"> • Liaison/Counselor to chapters • Chapter Leader Training • Relay chapter concerns to RMT • Chapter visits • Leadership training • GO visits • Guide Prospective Choruses – • Coordinates Crescendo Program & revitalization • Membership Retention & Growth • CAL Coordination • Membership Awards: GYPCI, Rose Achievement & Bravo 	<ul style="list-style-type: none"> • Publications - Directory, ECHO, website, • Historian • Webmaster liaison • Membership database • Leadership database • Regional Editor • Publications coordinator • Assists with on-line registration for contest & other regional events 	<ul style="list-style-type: none"> • Director Relations • Ongoing communication with regional directors • Directors' Forum • Director Education w/ EdC • Director Certification Program • Director schools • Regional library 	<ul style="list-style-type: none"> • Regional events curriculum • Faculty for regional events • Regional faculty training • Gold Nugget Area Schools • Quartet promotion • Regional songs • Visual education • Coaching coordination • Gold Country Chorus • CAL quartet auditions • Chorus performance readiness • Section leader education • YWIH Program • Arrangers Program
EVENTS	FINANCE	MARKETING	TEAM
<ul style="list-style-type: none"> • Site selection for all regional activities • Executive member of Regional Convention Team • Assist RMT for all event planning • Registration for events, except contest • Maintain historical data of attendance • Maintain attendance awards 	<ul style="list-style-type: none"> • Treasurer responsibilities • Bookkeeping • Budget committee • Long range financial planning • Fundraising Committee • Grants • Signs all contracts for Region • Budgets for all regional events • Good standing & notification • Insurance • Young Singers Foundation Liaison 	<ul style="list-style-type: none"> • Market regional events (flyers) • Internal Marketing of Reg'l Events • Marketing of SAI Rgn 24 (external) • Media contact • Guides Prospective Choruses in marketing • Cold Start Program • Market regional logo items (shirts/bags) 	<ul style="list-style-type: none"> • Facilitate meetings • Prepare agenda • Coordinates & supervises Recorder for RMT meetings • Maintain regional calendar • Bylaws and Standing Rules • Job Descriptions • Monitor Strategic Plan & Long range plan • Policy Monitoring • Gifts for Intl and Harmony Classic Competitors • Calls for & monitors email consensus items