

Communications Coordinator

APPOINTED BY: Regional Management Team

TERM: 2 year rotation

VERSION DATE: Jan 2025

POSITION SUMMARY: The Communications Coordinator maintains the internal communications within the region from the Regional Management Team and International to chapters and individual members along with overseeing the website. This role is part of the Regional Management Team.

RESPONSIBILITIES:

- Receives communications from the international organisation and disperses to the region
- Maintains internal communication channels among the region, chapters, and individual members
- Is responsible for the maintenance of the Sweet Adelines NZ website, with support from our website administrator and input from the other Regional Management Team Coordinators
- Is responsible for recording and communicating minutes of all meetings of the Regional Management Team (full Minutes and bullet points, for both live and zoom meetings) and Regional Annual Members' Meeting.
- Coordinates and submits year-end State of the Region Report to SAI by the established deadline
- Maintains the region's long range strategic plan document (summary reporting of progress against the plan)
- Works with the Marketing Coordinator and Education Coordinator to promote regional events
- Oversees the production of the Addaline (this is coordinated by the Addaline team). Send copies of the Addaline to SAI, Regional committee and Region 34.
- Participates in regional convention activities as requested by the Chair of the Regional Convention
- Attends Convention and complete required tasks (along with other Regional Management Team members)
- Coordinates the annual recruitment process for RMT positions.


EACH TEAM MEMBER WILL:

- Attend all Regional Management Team meetings as required
- Have the ability to participate in online meetings
- Check and respond to emails regularly (within 3 days)
- Submit regular progress reports to the Regional Management Team
- Provide budget information to the Regional Management Team (as required)
- Maintain effective contact with other regional and international personnel as appropriate to the role
- Recruit additional team members (possibly temporary) to assist with completing required activities in consultation with the Regional Management Team
- Maintain comprehensive records in the regional shared Dropbox.
- Use and keep up to date their list of tasks and applicable deadlines and reminders that are in Teamwork, ensuring this is available for a successor to follow
- Contribute to, and implement her assignments from the region's long range strategic plan
- Where appropriate support and encourage resource team members
- Identify possible successors, train and provide assistance once appointed.

POSITION EXPECTATIONS:

- Strong organisational skills – efficient and effective
- Effective verbal and written communication skills – clear, concise, attention to detail
- Ability to maintain confidentiality
- Have high integrity and discretion
- Problem-solving and decision-making skills
- Operate in a timely fashion, meet deadlines
- Ability to work independently and as a member of a team

- Personal presentation appropriate to a regional representative

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- Ability to attend regional events; some travel is expected
 - Be computer and online literate, including social media.

Each RMT Coordinator is expected to manage her own workload, help others and/or request help when needed from others in the team. Team decisions are made by consensus, and the Team Coordinator takes responsibility for managing the overall decision-making process. The Team Coordinator is expected to monitor overall progress of projects, and identify if there is a need for temporary assistance for a team member, and/or for matters that may include workload, skills, knowledge gaps and team fit.

Roles can sometimes overlap and RMT Coordinators are often working on the same project at the same time. Coordinators are expected to manage projects through Teamwork, which gives task visibility to all project team members and provides the Team Coordinator with an overview of all activities.

The RMT handbook is available on the International website for reference for all RMT personnel