

Events Coordinator Regional

APPOINTED BY: Regional Management Team
TERM: 2 years

VERSION DATE: March 2026

POSITION SUMMARY

The Event's Coordinator supports the region's management events, local education and training programmes.

This role also has oversight of convention related events.

This role is part of the Regional Management Team.

RESPONSIBILITIES

- Attend Convention meetings as the representative of the Regional Management team in an oversight role to help ensure a successful convention (financially and operationally). Identify areas for additional support or resourcing as needed. Share minutes of these meetings with RMT along with a verbal report back.
- Facilitate the securing of appropriate venues for regional events, including site inspections if necessary, and negotiation of contracts in conjunction with the Facilities Coordinator
- Keep track of event budget and costs and report regularly in conjunction with Education Coordinator
- Oversee registration of events in conjunction with Communications Coordinator
- Make travel bookings (within NZ) for coaches as directed by the Education Coordinator
- Coordinate on-site arrangements for regional meetings and events, excluding regional competitions. This would include accommodation, AV and other logistical requirements, and sourcing risers if required
- Arrange to collect, transport and arrange meals for faculty (or delegate to a local person to do this)
- Work with appropriate regional personnel to coordinate details related to regional events
- Oversees Teamwork software to manage the region's projects and events, including Convention, and helps the Regional Management Team to use it for their Coordinators' tasks
- Administers Survey Monkey for the region, mostly used for surveying members
- Participate in regional convention activities as requested by the Chair of the Regional Convention.
- Periodically review web pages on sweetadelines.co.nz, for items that the Events Coordinator is responsible for (with support if needed) by passing these updates onto the Communications Coordinator.

EACH TEAM MEMBER WILL

- Attend all RMT 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 (if or 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 RMT.
- Maintain comprehensive records in a shared regional document repository.
- Update their role checklists on Teamwork, in conjunction with administrator as required, ensuring this is available for a successor to follow.
- Contribute to and implement her assignments from the region's Strategic Plan.

POSITION EXPECTATIONS

- Strong organisational skills

- Effective verbal and written communication skills
- Ability to maintain confidentiality
- Problem-solving and decision-making skills
- Ability to manage deadlines
- Ability to use online tools such as Teamwork and Survey Monkey to support events' organisation (training and support is available).
- Ability to work independently and as a member of a team
- Personal presentation appropriate to a regional representative
- Ability to attend regional events; some travel is expected.

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 Sweet Adelines International website.