

MEMBERSHIP COORDINATOR

APPOINTED BY: Regional Management Team (RMT)

Term: 2 year rotation

VERSION DATE: Jan 2025

POSITION SUMMARY:

Represents the interests of membership and chapter management on the Regional Management Team.

RESPONSIBILITIES:

- Instils in the members of her region an awareness of their relationship to the organisation, to the region, and to other choruses
- In conjunction with the Membership Liaison maintain regular contact with chapter management teams, particularly membership coordinators to provide information and assess chapter needs.
- Appoints and works with a Membership Liaison
- Appoints and works with the Regional Records Administrator
- Coordinates pastoral visits to choruses as required ensuring the appropriate personnel are assigned with due regards to the needs of the chorus not just geographical location
- Develops support team to assist in planning and implementing programs in conjunction with the Education Coordinator, such as: Steps Toward Chartering, Membership recruitment, Member retention and Chapters in revitalisation, associate, youth, dual members
- Receives information on new and resigning members and informs the Finance Coordinator and the Regional Records Administrator
- Appoints Chapter at large Coordinator to maintain awareness of and inclusion in regional events, programmes, and publications
- Communicates President/Team Leader and chapter needs and issues to the Regional Management Team as required
- Works in coordination with Marketing Coordinator on membership growth and retention plans
- Is responsible for advertising and awarding of the annual Spirit award at convention
- Is responsible for the storing and the distribution to choruses of the Region 35 longevity pins (5-20 years). 25-40 years are awarded by the Membership Coordinator at Convention
- Assists in maintaining sweetadelines.co.nz to ensure it is up to date and maintain web pages that the Membership Coordinator is responsible for (with support if needed) by passing these updates onto the Communications Coordinator
- Participates in regional convention activities as requested by the Chair of the Regional Convention

EACH REGIONAL MANAGEMENT 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
- Recruit additional team members (possibly temporary) to assist with completing required activities in consultation with the Regional Management Team

- Maintain comprehensive records in a shared regional document repository (Google Drive)
- Create record of activities and their applicable deadlines and reminders that will be loaded into Teamwork by the Teamwork administrator, ensuring this is available for a successor to follow
- Contribute to, and implement her assignments from the region's long range strategic plan
- Assists in maintaining sweetadelines.co.nz to ensure it is up to date and maintain web pages that the Membership Coordinator is responsible for (with support if needed) by passing these updates onto the Communications Coordinator
- Identify possible successors, train and provide assistance once appointed.

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 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 Regional Management Team handbook is available on the International website for reference for all Regional Management Team personnel.