

## TEAM COORDINATOR

APPOINTED BY: Regional Management Team (RMT)

TERM: 2 year rotation

VERSION DATE: 23/07/19

### POSITION SUMMARY:

Responsible for the leadership and management of the region along with the Regional Management Team.

### RESPONSIBILITIES:

- Facilitates the meetings of the Regional Management Team and Regional Annual Members' Meeting (RAMM)
- Coordinates the agenda for Regional Management Team meetings with input from other team members, whose reports are required 1 week prior to each meeting date
- Reviews and approves all chapter standing rules
- Reviews regional standing rules and job descriptions, and makes recommendations for necessary revisions
- Coordinates the financial and Long-Range Strategic Plan in conjunction with other team coordinators and reviews and reports annually on progress against the plan
- Along with other Regional Management Team members, contributes to ensure the information on the Sweet Adelines New Zealand (SANZ) website is up to date
- Regularly reviews Sweet Adelines New Zealand website content relevant to this role and ensures it is accurate, complete and up-to-date; provides updates as required to the web team
- Develops support staff to assist in the implementation of her responsibilities such as bylaws and chapter standing rules review
- Liaises with the Region's Historian and Librarian who are tasked with reporting to her
- Provides an induction programme for new Regional Management Team Coordinators, including a welcome pack and effective handover from the previous incumbent
- Creates and maintains effective working relationships with Team Coordinators from other regions especially Region 34
- Ensures all Regional Management Team position descriptions are regularly reviewed and updated as required
- Creates and maintains a schedule of Regional Management Team representation at international conventions and a checklist of activities to be undertaken by regional representatives
- Writes a short 'message from the TC' item for all Addalene editions (currently 2 per year). Liaise with Addalene Editor about upcoming items for inclusion. Each Addalene is also proof-read by Regional Management Team members in advance of publishing
- Participate 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 up-to-date software and the ability to participate in webinars/Skype meetings
- Check and respond to emails daily
- 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
- 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](http://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*

[https://sweetadelines.com/sites/default/files/Resources/Document\\_Center/Regional-Governance/RMT\\_HANDBOOK\\_March4-2019.pdf](https://sweetadelines.com/sites/default/files/Resources/Document_Center/Regional-Governance/RMT_HANDBOOK_March4-2019.pdf)