

## Team Coordinator

### *Job Description*



Facilitates the meetings of the Regional Management Team.

Coordinates the agenda for Regional Management Team meetings with input from other team members.

Reviews and approves all chapter standing rules.

Reviews regional standing rules and job descriptions, and makes recommendations for necessary revisions.

Maintains the region's long-range plan document.

Maintains the regional calendar.

Develops a support staff to assist in the implementation of her responsibilities such as chapter standing rules review and regional calendar.

Maintains contact with appropriate staff at international headquarters.

Maintains comprehensive records and forwards materials to successor.

Trains her successor.

Appoints staff to assist with the implementation of responsibilities as needed.

*A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines website.*

### **Skills Required**

- Relevant regional service or equivalent related experience
- Demonstrated facilitation skills
- Demonstrated understanding of corporate, regional, and chapter bylaws and rules
- Ability to co-ordinate various activities simultaneously
- Demonstrated understanding of strategic long-range planning
- Planning/organisation skills
- Communication skills
- Delegation skills
- Motivational skills
- Time availability appropriate to each position
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving