

## EVENTS COORDINATOR

Appointed by: Regional Management Team  
Ratified by: N/A  
Reports to: Regional Management Team

Committees: Chair of Regional Convention (CRC)  
Chair of Regional Seminars (CRS)  
Competition Coordinator (CC)  
Regional Sites Chair

Job Summary: Is responsible for the physical aspects of all events sanctioned by the region.

### Responsibilities:

- Coordinates the physical aspects of all regional meetings and events, including but not limited to regional seminars, regional convention, Love Gift Celebration, Show of Champions.
- If a new facility is considered, inspect the facility to determine if it is suitable for regional events.
- Oversees the work of the CRC, following the format outlined in the Convention Handbooks provided by both the region and Sweet Adelines International.
- Oversees the work of the CRS, following the format outlined in the region's *Seminars Handbook*.
- Maintains contact with the appropriate staff members at International headquarters.
- Calls meetings of committee chairs as necessary.
- Financial responsibilities:
  - Monitors ongoing expenses to ensure compliance with the budget.
  - Submits for approval to the RMT any expenses beyond budgeted amount.
  - Reviews and approves committee expenses to ensure compliance.
  - Provides budget requirements and reviews proposed budget upon request by the Finance Coordinator.
  - Provides a copy of the approved budget to all appropriate committee members.

## EVENTS COORDINATOR

### **Chair of Regional Convention (CRC)**

Job Summary: Coordinates & oversees the Regional Convention

Responsibilities:

- Performs all duties and responsibilities as outlined in the RCSC Handbook and “Guidelines for Regional Conventions.”
- Provides all members of the RSCS with job descriptions and copies of the RCSC Handbook.
- Prepares agendas for and chairs all RCSC meetings.
- Reports to the Events Coordinator regularly and keeps her apprised.
- Proposes updates to job description as needed.
- Provides files, reports, and updated job description to her successor.
- Attends all meetings called by the Events Coordinator.
- Financial responsibilities:
  - Submits any expenses to the Events Coordinator for approval.
  - Provides budget requirements to the Events Coordinator for approval.

## EVENTS COORDINATOR

### **Chair of Regional Seminars (CRS)**

Job Summary: Coordinates & oversees the regional seminars.

**Responsibilities:**

- Performs all duties and responsibilities as outlined in the RSSC Handbook.
- Provides all members of the RSSC with job descriptions and copies of the RSSC Handbook.
- Prepares agendas for and chairs all RSSC meetings.
- Reports to the Events Coordinator regularly and keeps her apprised.
- Proposes updates to job description as needed.
- Provides files, reports, and updated job description to her successor.
- Attends all meetings called by the Events Coordinator.
- Financial responsibilities:
  - Submits any expenses to the Events Coordinator for approval.
  - Provides budget requirements to the Events Coordinator for approval.

## EVENTS COORDINATOR

### **Competition Coordinator (CC)**

Job Summary: Coordinates & oversees the quartet and chorus competitions at Regional Convention.

#### Responsibilities:

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- Reports to the Events Coordinator regularly and keeps her apprised.
- Proposes updates to job description as needed.
- Provides files, reports, and updated job description to her successor.
- Attends all meetings called by the Events Coordinator.
- Financial responsibilities:
  - Submits any expenses to the Events Coordinator for approval.
  - Provides budget requirements to the Events Coordinator for approval.

## EVENTS COORDINATOR

### **Regional Sites Chair**

Job Summary:            Researches sites for regional events.

**Responsibilities:**

- Seeks and inspects possible sites for regional convention, competitions, seminars, and other events. Sites include but are not limited to: housing, meeting rooms, competition facilities.
- Serves on the RSSC (Regional Seminars Steering Committee).
- Serves on the RSCS (Regional Convention Steering Committee).
- Consults with Education Coordinator and Events Coordinator to get dates of future seminars and conventions so she can negotiate current and future contracts.
- Obtains contracts to present to Events Coordinator and RMT for consideration and execution.
- Reports to the Events Coordinator regularly and keeps her apprised.
- Proposes updates to job description as needed.
- Provides files, reports, and updated job description to her successor.
- Attends all meetings called by the Events Coordinator.
- Financial responsibilities:
  - Submits any expenses to the Events Coordinator for approval.
  - Provides budget requirements to the Events Coordinator for approval.