

1. COMMUNICATIONS COORDINATOR

1. **Regional Appointment:**
A Communications Coordinator is appointed by the Management Team of each Region or Area. She is appointed for a two-year term, and may serve no more than three consecutive terms on the Regional/Area Management Team.

2. **Typical Duties:**
 - a. Receives communications from the International organization and disperses to the region.
 - b. Maintains internal communication channels among the Region/Area, chapters, and individual members.
 - c. Develops and maintains the regional leadership database.
 - d. Is responsible for the Regional/Area Web site and database design, implementation and maintenance, with input from the Marketing Coordinator.
 - e. Maintains a complete record of Regional/Area meetings and activities.
 - f. Is responsible for recording and preparing minutes of all meetings of the Regional/Area Management Team.
 - g. Distributes copies of minutes to members of the team, Regional/Area chapters, and the Corporate Secretary at International headquarters.
 - h. In consultation with the team, prepares and submits the year-end State of the Region/Area Report to the Corporate Secretary at International headquarters by the established deadline.
 - i. In consultation with the team, prepares and submits a summary of the Annual Regional/Area Evaluation report to the Corporate Secretary at International Headquarters by established deadline

3. **Responsibilities:**
Each Regional/Area Management Team member is responsible for:
 - a. Maintaining contact with appropriate staff members at International headquarters.
 - b. Maintaining comprehensive records and forwarding materials to her successor.
 - c. Training her successor.
 - d. Appointing staff to assist with the implementation of responsibilities as needed.