

3. EDUCATION COORDINATOR

1. **International Appointment:**
An Education Coordinator is appointed for each Region/Area by the Regional Leadership Coordinators with approval of the Education Direction Committee. She is appointed for a two-year term, and may serve no more than three consecutive two-year terms on the Regional/Area Management Team.
2. **Typical Duties:**
 - a. Develops, coordinates, and monitors regional educational programs in conjunction with other coordinators.
 - b. Plans curriculum for educational events such as seminars and workshops.
 - c. Works in coordination with Events and Marketing Coordinators on marketing events.
 - d. Coordinates regional faculty visits to choruses.
 - e. Maintains five-year education plan document.
 - f. Implements the chapter revitalization plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.
 - g. Approves chapters and prospective chapters for public performance.
 - h. Auditions ~~for approval~~ Chapter-at-Large quartets for approval for public performance.
 - i. Develops faculty or staff to assist in implementing regional educational programs.
 - j. Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the Region/Area.
 - k. Appoints a Young Women In Harmony Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.
 - l. Appoints a Directors' Certification Program Coordinator who administers the program within the Region/Area.
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. Appoints staff to assist with the implementation of responsibilities as needed.