

4. EVENTS COORDINATOR

1. **Appointment**

An Events 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 two-year terms on the Regional/Area Management Team.

2. **Typical Duties:**

- a. Facilitates the securing of appropriate venues for Regional/Area programs and events, including site inspections and negotiation of contracts.
- b. Coordinates on-site arrangements for all Regional/Area meetings and events, including regional competitions.
- c. Serves as or oversees the work of the Chair of the Regional/Area Convention (CRC/CAC) as defined in the Guidelines for Regional Convention.
- d. Works in coordination with the Marketing and Education Coordinators on marketing events.
- e. Oversees registrations for all Regional/Area events.

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.