

## **8. TEAM COORDINATOR**

1. **Appointment:**  
A Team Coordinator is appointed for each Region or Area 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 meetings of the Regional/Area Management Team.
  - b. Coordinates the agenda for Regional/Area Management Team meetings with input from members.
  - c. Reviews and approves all chapter standing rules.
  - d. Reviews Regional/Area standing rules and job descriptions, and makes recommendations for necessary revisions.
  - e. Maintains the region's long-range plan document.
  - f. Maintains the Regional/Area calendar.
  - g. Develops a support staff to assist in implementing responsibilities such as
    - (1) Chapter standing rules review
    - (2) Regional/Area calendar
  
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.