

## **Communications Coordinator Support Committees Definition/Description of Duties**

### **Chair of Nominating Committee**

- Appointed by the Communications Coordinator before July 1
- Selects a committee of 1-2 members plus Communications Coordinator
- Receives applications from Communications Coordinator
- Determines if applicant is in good standing and meets eligibility requirements
- Assigns a code to each applicant to ensure confidentiality in the reference process
- Solicits appraisals from each candidate's references
- Upon receipt of all appraisals, completes appraisal compilation form and destroys the originals
- Retrieves peer reviews (if available) from any current or former RMT member applicants
- Distributes application, appraisal compilation and relevant regional evaluations to Nominating Committee and RMT
- Meets with committee to prepare the slate for elected office(s)
- Notifies nominees of their success in being on the slate by telephone then email
- Notifies unsuccessful applicants by email and provides feedback as to how to improve any future application
- Copies Communications Coordinator on all correspondence for retention in Nominating Committee files
- Assemble information for Regional and International appointments to presentation to RMT
- Provides Chair of the Tellers Committee with list of chapters or list of directors in the region
- Announces results of the election by telephone then email to:
  - Nominees
  - Successful Applicant
  - RMT (email only)
  - Chapters (email only)

### **Committee Members**

- Meet with chair to objectively review applicants to determine which applicants are qualified
- Committee members may be candidates—they simply leave the room while their own application is reviewed
- Appoints Chair of Tellers Committee after slate is selected and submits that name to RMT for ratification
- Prepares ballots and other election information by November 1 and distributes to Chapter Directors for the Directors' Coordinator or Chapter Presidents/Team Leads for the Membership Coordinator

### **Chair of Tellers Committee**

- Selects 3 people who are not nominees to serve on Tellers Committee
- Receives ballots
- Schedules meeting of Tellers Committee within 2 days of close of election to tally ballots
- Notifies Chair of Nominating Committee with election results by phone then emails Tellers Report
- Seals ballots and retains for 90 days, then destroys them

### **Tellers Committee**

- Meets with Chair of Tellers Committee within 2 days of close of election
- Tallies ballots in prescribed method

## **Border Lights Newsletter**

- Keeps an accurate list of emails for chorus contacts responsible for submitting articles, or contacts responsible for ensuring that articles and photos are submitted on behalf of the chorus.
- Determines deadlines and reminds those contacts
- Sets up pages with current information in chosen desktop publishing program
- Inputs articles, flyers etc. from administrative people
- Inputs articles and photos from choruses and quartets
- Makes pdf file(s) of the newsletter and emails to RMT and people in choruses who are responsible for distributing the issue to members

## **Historian**

- Liaises with Regional Photographer to record regional activities
- Maintains record of RMT Coordinators and Committee members
- Collects any documents, photographs or other media of historical value
- Stores records, documents and photos

## **Photographer**

- Takes photos at Regional events in consultation with Communications Coordinator and Historian
- Forwards photos to Communications Coordinator

## **Webmaster**

- Maintains regional website proactively or upon direction of Communications Coordinator
  - Update photos, content and events
  - Create pages when necessary
  - Tests and updates links on ongoing basis
- Innovates website with approval of RMT
- Communicates with website provider (currently Connected Sound) as required