



## IPMS/USA Regional Coordinator Job Description

Reports to:

IPMS/USA Director of Local Chapters (DLC).

Supervises:

Chapter Contacts (CCs) in their respective Region.

### **Job Summary**

As part of the IPMS/USA management team, RCs work directly with the DLC and their respective CCs. An RC is a leader and must have the ability to make informed decisions, solve problems in a critical and diligent manner, and effectively manage the Chapters in their region.

It is mandatory for all RCs to learn to perform basic functions in the Wild Apricot software package on [myipmsusa.org](http://myipmsusa.org). RCs are expected to use Wild Apricot and [myipmsusa.org](http://myipmsusa.org) routinely in the performance of their jobs. Basic and continuing training will be provided to the RCs by IPMS/USA.

RCs typically work with CCs to increase visibility of IPMS/USA in their Region, coach new and retained CCs, and build strong relationships that sustain Chapter, Region, and IPMS/USA goals. The RC is the backbone of the IPMS/USA to Chapter relationship.

RCs also perform administrative functions to enable the Chapters in their region to provide basic functions to their members such as,

1. Holding Chapter meetings.
2. Planning and conducting local model shows and contests.
3. Generating, updating, and maintaining Chapter and IPMS/USA Member data in [myipmsusa.org](http://myipmsusa.org) via the Wild Apricot software package.
4. Promote the hobby and IPMS/USA through public events, social media, Civic engagement, etc.

Typically, an RC can expect to commit an average of one to two hours per week performing their IPMS/USA Regional Coordinator duties, with the heaviest commitment during annual rechartering and annual Regional Achievement Award selection.

### **Responsibilities and Duties**

1. Train and develop CCs in accordance with the approved IPMS/USA *Chapter Contact Job Description*.
2. Communications:
  - a. Establish, encourage, and maintain communications with CCs in your region.
  - b. Maintain communications with the DLC.
    - i. Keep the DLC informed of your activities in your region.
    - ii. Notify DLC immediately of any issues that are not in your power to resolve or are not handled in a timely manner.



## IPMS/USA Regional Coordinator Job Description

- iii. Copy DLC on general correspondence with your region.
  1. It is not the intent that you copy the DLC on all correspondence. However, using sound judgement, copy the DLC on any communications that may be of interest to the DLC, such as:
    - a. Regional directives.
    - b. Establishment of, or changes to, regional policies.
    - c. State of the region, etc.
  - iv. Reply to emails, phone calls, etc. in a timely manner.
    1. We all have email overload. However, many emails are time sensitive and have hard deadlines. It is incumbent on each RC to handle their email load effectively.
  - c. Participate in communications with other RCs.
  - d. Follow up.
    - i. If you do not receive a response to emails, phone calls, etc., follow up to ensure receipt by the intended recipient.
3. Respect deadlines.
  - a. **Dates are important.**
  - b. If you find yourself in a position where you cannot meet a deadline, contact the DLC as soon as possible to negotiate an alternative date, request assistance, or set expectations as to when you, or your region, will be in compliance with any set deadlines.
  - c. If unsure when a task is due, ask for guidance.
4. Annual Achievement Awards:
  - a. Proactively promote the Achievement Awards Program.
  - b. Establish timelines for regional achievement award submission.
  - c. Establish processes for selecting awardees within your region.
5. Establish written policies for your region such as,
  - a. Resolving conflicts in scheduling of Chapter Shows and Contests.
  - b. Annual Achievement Award procedures.
  - c. Procedures for awarding Regional Conventions, etc.
  - d. Don't reinvent the wheel, contact the DLC, or other RCs for templates to develop your region's policies.
6. Supporting Chapters with data from the Chapter and Member profiles.
  - a. Provide data as requested by the Chapters in your region such as,
    - i. Current IPMS/USA Member Chapter rosters.
    - ii. Chapter IPMS/USA Membership Status.
    - iii. Chapter IPMS/USA Membership Renewal Dates, etc.
  - b. Mass email to advertise Chapter shows and contests in your region.
  - c. Mass email in support of Chapter membership drives.



## **IPMS/USA Regional Coordinator Job Description**

7. Coach and train CCs who need assistance with Wild Apricot.
8. Become familiar with the IPMS/USA Chapter Directory and its relationship with the Chapter Profiles.
9. Attend Regional Chapter meetings, shows, and contests, whenever possible.

### **Qualifications and Skills**

1. The ability to work independently and make effective decisions.
2. The ability to develop and train CCs.
3. The ability to build relationships.
4. Basic Computer skills.
  - a. Email.
  - b. Basic web browser.
  - c. Basic word processor.
  - d. Basic spreadsheet.
5. Basic Wild Apricot skills (or willingness to learn) such as,
  - a. Running saved searches.
  - b. Building custom searches.
  - c. Exporting search results, etc.

### **Benefits**

1. RCs will be placed in a "Volunteer" membership status and have their annual IPMS/USA Membership dues covered by IPMS/USA.