

**Pennsylvania Collegiate Music Educators Association**  
**State Executive Board Contract- Region Coordinator**

This document will serve as evidence of the signees knowledge of the terms and responsibilities of the elected position. Regardless of election results, an officer-elect cannot assume the elected position until they have signed the contract, acknowledging their understanding of the responsibilities and duties of the position.

Breaching this contract will result in dismissal from office pending review of the State Executive Board and the State Executive Board Advisor.

Below are the responsibilities and duties of the **Region Coordinators** as stated in the Policies Document of the Pennsylvania Collegiate Music Educators Association

1. Be a representative of the region in which he or she attends university studies.
2. Serve on the PCMEA Executive Board and attend the PMEA Summer Conference and Annual Spring Conference.
3. Attendance at the NAFME National Conference is highly encouraged.
4. Serve as a communication link between colleges and universities within his/her region (via College Connections) and the PCMEA Executive Board.
5. Maintain updated contact information of advisors and members within the region.
  - a. Assist with updating the Secretary's updated archive or active chapters and their regions, and their respective advisors and chapter officers/members who wish to be on the PCMEA State Board's contact list.
6. Promote sponsorship and attendance at region workshops, elections, state events, and PMEA events.
7. Assist the President in publishing the newsletter as needed.
8. Be responsible for the organization and supervision of one region colloquium.
10. Attend Transfer of Power Meetings at the start and end of the term.
11. Maintain ongoing communication with the President.
  - a. Turn in documentation by due dates requested by the President
  - b. Perform other duties as designated by the President.

Any exceptions to the responsibilities listed above must be addressed with the Advisor of the State Executive Board and President. Failure to do so will be considered a breach of contract.

*By signing this form, I certify that I will fulfill the responsibilities and duties of my elected position. I understand that failure to uphold the terms of this contract will result in my dismissal from office.*

**Region:** \_\_\_\_\_

X \_\_\_\_\_  
\_\_\_\_\_

Date