



## **Regional Director Job Description**

### **Purpose**

The Regional Director is responsible for the overall guidance of the Region. The Regional Director must possess excellent time management skills; the ability to communicate ideas and expectations in a clear manner to a diverse assembly of members; and the ability to delegate duties for increased efficiency. The Regional Director must be motivational and progressive with actions and commitments and is responsible for understanding and appreciating organizational and regional policies and expectations. The Regional Director is responsible to the President of the Association, the Regional Leadership Council, and the appropriate regional membership. The time requirements of this position are estimated at 8-10 hours per month to address national responsibilities and 12-14 hours per month to address regional responsibilities. The Regional Director must also be able to attend the following meetings:

National Requirements (RLC Representative) - there is a minimum of two board meetings each calendar year, along with attending the general membership meeting during the annual NIW. Other meetings as necessary and/or assigned.

National Requirements (Non-RLC Representative) - there is a minimum of two conference call meetings each calendar year, along with attending the general membership meeting during the annual NIW. Other meetings as necessary and/or assigned.

Regional Requirements - minimum of one face-to-face meeting and one conference call meeting with the appropriate regional officers and/or committee members.

### **Responsibilities**

Maintain an individual membership within the organization.

Guide the overall direction of the appropriate region.

Craft a regional strategic plan every two years, using input from the regional officers and/or committee members.

Conduct a regional, self-evaluation (report card) twice each calendar year.

Serve as an active participant in national and regional meetings.

Provide constructive feedback and personal views on time and when appropriate.

Volunteer for and accept assignments and responsibilities at the national level.

Assist with the fundraising efforts for the national organization, and coordinate fundraising efforts at the regional level.