

# Association of Collegiate Conference and Events Directors-International Regional Leadership Notebook

## Regional Director Job Description

### I. Duties

The duties of the Regional Director shall include, but are not limited to, the following:

- Provides general leadership to the region.
- Prepares and manages the regional budget following the guidelines established by the Association. (see financial guidelines)
- Attends the Regional Leadership Training at the Annual Conference.
- Writes and submits article(s) with regional information for the *ACCED-I Connections*.
- Conducts regional elections. (See *Nominations and Elections* section for guidelines.)
- Promotes regional membership by marketing the Association to non-members in the region.
- Maintains regular contact with the Regional Development Committee Chair and the ACCED-I staff liaison regarding activities and trends in the region.
- Submits nomination(s) for all ACCED-I awards categories with particular attention to candidates for the Volunteer of the Year award.
- Serves as a resource to ACCED-I committees and project teams and provides information about regional needs and concerns.
- Provides information, training and mentoring to the Regional Director-Elect.
- Conducts one environmental scanning activities and submits regular reports to the Lori Everhart.
- Maintains regional webpage on the ACCED-I site with current and relevant regional information.
- Participate in Regional Leadership Quarterly Conference Calls.

### II. Term of Office

The Regional Director serves a term of one year after completing one year as Regional Director-Elect.

If the Regional Director is unable to complete his/her term, he/she will submit his/her resignation to the Regional Development Committee Chair and make plans to transfer all responsibilities and information to the Regional Director-Elect.

An incumbent Regional Director may run for the position of Regional Director-Elect while still serving in the position of Regional Director.

## **Regional Director Job Description- continued**

### **III. Qualifications**

The Regional Director will have an Institutional, Individual, Associate or Corporate membership in ACCED-I for at least two years.

The Regional Director must have minimum financial support from his/her institution, association, or corporation for provision of telephone, fax and postage costs incurred during his/her term of office.

The Regional Director is required to attend the Regional Leadership Training held in conjunction with the ACCED-I Annual Conference prior to assuming office.

Ideally, the Regional Director will complete a one-year term of service as Regional Director-Elect prior to assuming the position of Regional Director.

The Regional Director will attend his/her Regional Summit and the ACCED-I Annual Conference.

The Regional Director is financially responsible for his/her registration to the Regional Summit and ACCED-I Annual Conference.

The Regional Director shall possess leadership and organizational skills necessary to carry out the responsibilities of the office and to ensure success of regional activities and membership development.

### **IV. Vacancy**

If the Regional Director is unable to complete his/her term, he/she will submit his/her resignation to the Regional Development Committee Chair and make plans to transfer all responsibilities and information to the Regional Director-Elect.

If a Regional Director is unable to complete his/her term, the Regional Director-Elect will fill the vacancy and complete the term of Regional Director. A new Regional-Director-Elect will either be appointed by the ACCED-I office in consultation with the new Regional Director and the Regional Development Committee Chair or elected by the membership of the region in a process determined by the new Regional Director.

If the Regional Director-Elect does not want to assume the Director position but wants to complete his/her Regional Director-Elect position and then assume the position of Regional Director, a new Regional Director will be appointed by the ACCED-I office in consultation with regional members and the Regional Development Committee Chair. The immediate past Regional Director may be appointed to fulfill the term of the Regional Director.