

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

Regional Director-Elect Job Description

I. Duties

The Regional Director-Elect serves to gain additional knowledge of ACCED- under the incumbent Regional Director. The duties of the Regional Director shall include, but are not limited to, the following:

- Serves as Chair of the Regional Summit.
- Selects the location (or chairs a selection process) and sets the program for the Regional Summit, and provides follow up reports to the ACCED-I office.
- Conducts a minimum of one environmental scanning and submits scanning reports on emerging industry issues and threats to Lori Everhart.
- Serves as an ad hoc committee member when requested by the Regional Development Committee Chair.
- Promotes regional membership by marketing the Association to non-members in the region.
- Works with Regional Director to submit nomination(s) for all ACCED-I awards categories with particular attention to candidates for the Volunteer of the Year award.
- Completes other duties as assigned by the Regional Director.
- Participate in Regional Leadership Quarterly Conference calls.

II. Term of Office

The Regional Director-Elect serves a one-year term of office as Director-Elect followed by a one year term as Regional Director.

If the Regional Director-Elect is unable to complete his/her term, he/she will submit his/her resignation to the Chair of the Regional Development Committee.

III. Qualifications

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

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

Regional Director-Elect Job Description – continued

III. Qualifications - continued

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

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

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

IV. Vacancy

If the Regional Director-Elect is unable to complete his/her term, he/she will submit his/her resignation to the Regional Development Committee Chair.

A new Regional Director-Elect will be appointed by the Regional Director in consultation with regional members and the Regional Development Committee Chair or elected by the membership of the region in a process determined by the Regional Director.