

J O B D E S C R I P T I O N

REGIONAL LEADERSHIP COMMITTEE

1. **Composition and Term:**
 - a. This Committee is composed of three (3) volunteer members appointed by the incoming Executive Committee and ratified by the International Board of Directors. One volunteer member of the Committee is appointed as Chair by the incoming Executive Committee and ratified by the International Board of Directors.
 - b. Staff liaison is the Director of Meetings and Corporate Services and Corporate Secretary.
 - c. All appointments are for one (1) year, commencing May 1.
2. **Typical Duties:**
 - a. Monitors Regional leadership programs.
 - b. Evaluates and appoints for approval by the Education Direction Committee.
 - c. Until such time as Areas (prospective Regions) become Regions, evaluates and appoints an Area's Communications Coordinator, Directors' Coordinator, Education Coordinator, Finance Coordinator, Events Coordinator, Marketing Coordinator, Membership Coordinator, and Team Coordinator for approval by the Education Direction Committee.
 - d. Provides input to the Education Direction Committee for education and training of Regional and Area management teams.
 - e. Develops and reviews training guides and literature for Regional leaders.
 - f. Conducts long-range planning and makes recommendations to the International Board of Directors.
 - g. Delegates tasks as appropriate.
 - h. Reports to the International Board of Directors.
 - i. Provides input to Corporate Secretary for *Regional Leader Newsletter*.
 - j. Provides input to the Director of Education for educational content and faculty assignments for the Regional leader education forums at International convention.
3. **Additional Information:**
 - a. The Regional Leadership Committee meeting is held the third Saturday in November for one (1) day.