



Officer Position Description

DEPUTY DIRECTOR

Your **role**, it's like your major responsibility to always focus on:

ORCHESTRATE THE GROWTH AND DEVELOPMENT OF REGION TEAMS, AND THE BUSINESS OF GWRRA IN A MANNER THAT PROMOTES FUN AND A COHESIVE TEAM GWRRA.

Here is some of the **specific knowledge** you will need to do this job well. What you don't know, we will teach you:

- Be familiar with and use the Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- Be familiar with GWRRA's other Handbooks; know where you can go with questions
- Understand the information on GWRRA Reports for all Programs and how to use the information, who should use it and for what purpose
- Know the reporting obligations and to whom
- Mentor and coach your Region Directors and their TEAM's to help them build a better TEAM and keep it going and growing
- Know the MOU(Memorandum of Understanding) and abide by it

There are certain **activities** you will have to ensure get done for the success of your Regions. You don't have to do them all yourself, on the contrary we encourage you to use the Region team as much as possible. Some are monthly, others during the year. Here they are:

- Write and implement an annual strategic plan for your role and assist the Region Directors in doing the same
- Assess the Regions monthly progress and adjust if necessary
- Ensure the following happens:
 - Monthly video conference with Region Directors, share a summary with the GWRRA Director through the Snapshot report (personal calls work as well)
 - Quarterly video conference with Region TEAMS
 - Participate in all TEAM GWRRA Meetings/Video calls
 - Snapshot Reports are received & compiled and sent to Director monthly
 - Receive newsletter from all Regions and Districts (Chapters as you can) and read and review for the health of the Region and Districts

- 🍷 Identify, coach and mentor your replacement
- 🍷 Continuously assess strengths and restraints of Region TEAM members and coach Region Director to improve performance
- 🍷 Attend Operations and Strategic meetings in your assigned Regions when possible
- 🍷 Attend rallies in your assigned Regions when possible
- 🍷 Attend Wing Ding
- 🍷 Ensure all Region positions are filled with the right people doing the right things
- 🍷 Consult and advise the Director of GWRRA on direction & decisions
- 🍷 Encourage participation in the Director Award program
- 🍷 Appoint Region Directors with the Director of GWRRA
- 🍷 Process and archive Officer Appointment paperwork appropriate to your position
- 🍷 Do an annual performance review of your assigned Region Directors
- 🍷 Annually receive on time, review and archive the Region financials
- 🍷 Communication liaison between Home Office and membership
- 🍷 Write and submit articles periodically to publications
- 🍷 Wear appropriate clothing (10" back patch)
- 🍷 Proactively support GWRRA and its programs

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)