



# Officer Position Description

## REGION DIRECTOR

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

**TRAIN, COACH AND MENTOR THE DISTRICT CORE TEAMS AND REGION TEAM TO PERFORM AT THEIR HIGHEST ABILITY TO HELP THE REGION GROW IN PARTICIPATION, COMMUNICATION AND TEAMWORK**

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 aware of GWRRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- Your Core TEAM is your Educator, Trainer, Membership Enhancement, and Treasurer
- Understand the information on GWRRRA Reports for all Programs and how to use the information, who should use it and for what purpose
- Know your and your TEAM's reporting obligations and to whom
- Know your website and its content and other websites
- Mentor and coach your Region CORE TEAM to help them 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 Region. You don't have to do them all yourself, on the contrary we encourage you to use your team as much as possible. Some are monthly, others during the year. Here they are:

- Fill your entire TEAM with enthusiastic folks; try not to have someone in more than 1 position
- Support each TEAM member but let them lead and be responsible for their position
- Monthly Videoconferencing with your Region TEAM or as needed
- Monthly videoconferencing with your Region CORE TEAM
- Monthly Videoconferencing with the District Directors
- Proactively join a District's Videoconferencing when invited
- Identify, coach and mentor your replacement
- Continuously assess strengths and restraints of Region TEAM members and coach them to improve performance
- Write an article for your Region newsletter and distribute to Districts

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- 🌐 Receive newsletter from all Districts and Chapters, as you can, and read and review for the health of the District/Chapter
- 🌐 Produce the Snapshot report monthly
- 🌐 Conduct the Region's Annual Meeting
- 🌐 Write and implement an annual written plan for your role and assist the Districts in doing the same
- 🌐 Create your written plan/goals and budget annually for direction in the Region
  - Be certain all Programs have turned their requests into you for consideration, processing and funding
- 🌐 Assess the Region's monthly progress and adjust if necessary and do the same for the Districts
- 🌐 Put on the Region Convention/rally annually or as needed
- 🌐 Create your reimbursement and travel policy for your Region
- 🌐 Receive the financial reports from your District yearly, including the 990's, timely and review and archive
- 🌐 Produce your financial report and 990 and turned it in on time
- 🌐 Make certain you collect Charter fees from your Districts and put them into 1 check from the Region with a list of paid chapters and be certain it is paid on time
- 🌐 Appoint District Directors with the Deputy Director
- 🌐 Do an annual performance review of your District Directors
- 🌐 Process and archive the Officer Appointment paperwork processing properly, going to the Deputy Director and Home Office, appropriate to your position
- 🌐 Install all District Officers or delegate as needed
- 🌐 Encourage participation in the Director of the Year Program by your Districts
- 🌐 Encourage participation with Membership Enhancement programs throughout your Districts, i.e. Couple of the Year; Chapter of the Year
- 🌐 Ensure your TEAM's activity reports are turned in timely and you get a copy
- 🌐 Be certain you are on the District bank account as are the other required signatories
- 🌐 Be a good steward of Region Funds
- 🌐 Attend as many District rallies as you can, or send a delegate
- 🌐 Attend Wing Ding and perform duties as requested
- 🌐 Attend Annual Meeting at Wing Ding
- 🌐 Lead by example
- 🌐 Know that where the Region Director goes the Region goes!

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)