

**- EAC REGIONAL DIRECTOR –
JOB DESCRIPTION**

Function	<p>Elected Director of the EAC Board</p> <p>To be in regular contact with all Chapters and National Members in their region, either Prairie Pacific (Manitoba and westward) or Atlantic Central (Ontario and eastward)</p> <p>To inform, encourage, assist and transmit concerns to and from the Board and the general membership</p> <p>Member of Nominating Committee</p> <p>Member of Publicity Committee</p>
Length of Commitment	Two-year term; may be re-elected for additional two-year term
Duties	<p>IN THE RESPECTIVE REGIONS:</p> <p>Act as liaison between Chapter Presidents/National Members and the Board</p> <p>Communicate with Chapter Presidents and National Members via newsletters, email, personal letters, telephone, etc.</p> <p>Collect, copy and distribute annual chapter reports to chapters in the region in advance of Regional Meeting</p> <p>Chair annual Regional Meeting; distribute minutes of meeting promptly</p> <p>Conduct election of Regional Director in second year of term.</p> <p>As member of the Nomination Committee, conduct interviews of nominated candidates for EAC Board; other work as outlined by Committee objectives (under auspices of EAC Past President)</p> <p>As member of the Publicity Committee, work to facilitate the aims and objectives of the committee (under auspices of EAC Vice President)</p> <p>Communicate with the other Regional Director, i.e. share newsletters, reports, concerns, issues raised, etc.</p> <p>Prepare and present reports to the semi-annual Board meetings; be the ‘voice’ of the region on the Board</p> <p>Prepare and submit report for AGM on EAC letterhead to Secretary; present report if attending</p> <p>Co-chair joint PP/AC Regional meeting during Seminar week</p> <p>Forward copies of documents to EAC Archivist as per EAC Archives Policy and Procedures</p> <p>Keep EAC President informed of chapter concerns or problems</p>
Time Commitment	<p>12 to 16 hours prior to fall Regional Meeting</p> <p>4 to 6 hours prior to Board meetings; 8 to 10 hours after for follow-up</p> <p>2 to 3 hours prior to AGM</p> <p>6 to 8 hours to write and distribute semi-annual newsletters to Chapters and</p>

National Members

4 to 6 hours to write and distribute annual Travel Assistance Forms to Chapters

Additional time as necessary to respond to correspondence, visit prospective new groups, etc.

Meetings to Attend

Regional Meeting (September or October)

Semi-annual Board meetings (May & November); AGM (May)

Skills Required

Excellent communication skills, tact, diplomacy

Excellent organizational skills

Computer literate; home computer; email

Skills Developed

Detailed knowledge of the operation of EAC

Interpersonal skills working as a national Board member

REGIONAL DIRECTOR - TIME LINE

January	Write and distribute letter to Chapter Presidents inviting them to May Board meeting
February	Inquire about air fare to May Board meeting Distribute 'Travel Fund' request form and 'Guidelines for Travel Allocation Assistance' form (for fall regional meeting) to Chapter Presidents
March	Purchase ticket for May Board meeting
April	Write reports for May Board meeting and AGM
May	Attend, present report at and participate in Board meeting Present AGM report, if attending Co-chair joint PP/AC regional meeting at Seminar with Chapter Presidents and/or their representatives to discuss issues and determine disbursement of EAC travel funds Correspond with host chapter to plan fall regional meeting
June	Send newsletter to National Members, including highlights of May Board meeting. Send newsletter to Chapter Presidents, including highlights of May Board meeting, 'Billet Information' form and 'Chapter Report' form. Notify chapters re status of their travel funding requests for regional meeting Correspond with Chapter Presidents re arrangements for regional meeting, including tentative agenda. Remind chapters to forward annual chapter report; submit items for the agenda, etc. Invite nominations for Regional Director; forward nomination forms In second year of term: <ul style="list-style-type: none">• Update job description• Forward Regional Director files to replacement a.s.a.p.
July	Contact chapters who have not sent annual reports and/or billet information forms
August	Correspond with chapter hosting regional meeting re eligible expenses, etc. Copy and distribute chapter reports to Chapter Presidents. Include letter of travel instructions and final agenda. Arrange personal transportation to regional and Board meetings. Submit expense form to Treasurer by August 31 (year-end)

- September** Attend and chair Regional Meeting
 Get commitment for host chapters for future meetings
 Receive and distribute minutes of Regional meeting to chapters within 3 weeks
 In second year of term, conduct elections for Regional Director at regional meeting
- October** Write report for November Board meeting
 As member of Nominating Committee, help conduct interviews of nominated candidates to Board of Directors in second year of term
- November** Attend, present report at and participate in Board meeting
 Send newsletters to Chapter Presidents and National Members including highlights of fall Board meeting
- December**
- Ongoing** Encourage formation of new chapters; visit prospective groups as allowed
 Facilitate aims and objectives of the Publicity Committee
 Answer correspondence and e-mails in a timely fashion
 Submit quarterly expense forms
 Promote EAC