

February 14, 2017

Regional Bylaws & Rules Chair

APPOINTED BY: Regional Administrative Director
ACCOUNTABLE TO: Regional Administrative Director
TERM: 1 year appointment

Responsibilities:

- Works with Corporate Secretary to maintain Regional Standing Rules in compliance with established International standards
- Updates regional standing rules as amended by the Regional Executive Committee; and distributes changes to all who have copies of the rules
- Reviews Chapter Standing Rules of all chapters in the region every three (3) years on a rotating basis. (Approval based on compliance with *Standard Form Chapter Standing Rules*...allowing for chapter individuality)
- Reviews and approves proposed Prospective Chapter Standing Rules prior to chartering

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director as requested
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong verbal and written communication skills
- Ability to work independently and within groups
- Working knowledge of Roberts' Rules and Sweet Adelines Guidelines for By Laws and Standing Rules
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events