

February 14, 2017

Regional Secretary

APPOINTED BY: Regional Administrative Director

ACCOUNTABLE TO: Regional Administrative Director

TERM: 1 year appointment

Responsibilities:

- Maintains a complete record of regional meetings and activities
- Records and prepares minutes of all meetings of the Regional Executive Committee (REC), including e-meetings
- Distributes copies of minutes to members of the REC, Corporate Secretary at International Headquarters, and others as directed
- Distributes summaries of meetings to the regional website and chapter leaders
- Maintains records of meetings of all Regional Director Resource Staff (may be invited to attend or be sent a summary of decisions/discussion items to include in the regional records)
- Records updates to the Regional Long Range Strategic Plan and maintains regional copy.
- Attends all meetings of the Regional Executive Committee, and meetings of Resource Staff as requested and possible

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
- 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 organizational skills
- Strong written and verbal communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend meetings of the REC, as well as regional events; some travel expected