

Sun Region

Job Description: Assistant Region Director

The **assistant region director** shall:

- 1 be elected for a two year term of office. (*possibly 3 years*)
- 2 serve on the executive committee and the region board of directors.
- 3 be familiar with the region and national bylaws, policies and procedures.
- 4 serve in any capacity as requested by the region director.
- 5 ensure that arrangements (including luncheon reservations and payment) have been made for all Sun Region meetings by working with host chapter(s) the host hotel and the region director.
- 6 communicate meeting details to executive committee, web chair and newsletter editor
- 7 be prepared to assume duties of the region director if the director is unable to serve.
- 8 promote effective communication through prompt responses (e-mail or telephone) of inquiries and ongoing business. Keep executive committee and board members apprised of important information in a timely manner.
- 9 forward bills of expenditures to the treasurer in a timely manner for reimbursement.
- 10 submit budget requests to the finance chairman by the required date.
- 11 mentor successor and transfer files and property promptly. A report on current activities and the needed follow-up on any action to be taken by this office will be included.
- 12 select a region member familiar with the files to be called in case of personal emergency.