



INTERNATIONAL

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Position Description – Regional Director

Being an officer or director is an important and time-consuming obligation (but with wonderful career enhancing and personal rewards). The position of Regional Director is important within AAACE's volunteer structure and comes with significant responsibility. On average, the duties of Regional Director take approximately 10 hours per month. The Regional Directors serve on the Membership Associate Board.

The Directors-Region of the Association are the heads of various geographic groups within the Association known as Regions. As such, they are responsible to their respective Vice President-Membership for the performance of the Sections within those Regions.

Directors of Regions 1-6 are responsible to the Vice President-Membership North America for the performance of the Sections in those Regions. Directors of Regions 7-10 are responsible for the performance of those Sections and report to the Vice President- Membership International.

There are ten Directors-Region of the Association serving two-year terms with staggered elections.

Specific duties of the Directors-Region include, but are not limited to, the following:

1. Maintain regular contact with each of his/her Section Presidents/Representatives to ascertain their problems and concerns and assist in resolving them. Promote upward communication from sections and members to the Membership Associate Board.
2. Act as liaison between the Sections, the Region and their Regional Vice President on the activities and health and welfare of the Sections within the Region.
3. For any Section that ceases to be a viable operating unit, work with current members, to determine a course of action for recovery.
4. Organize and preside over at least three meetings or teleconferences per year of his or her Section Presidents/Representatives. The other meetings may be by teleconference calls or meetings of mutual convenience.
5. Participate in the planning/execution of the section leaders workshop/event at the Conference & Expo under the coordination of the Vice Presidents-Membership.
6. Promote technical activity within the Regions by:

- a. Coordinating a regional or inter-regional workshop, seminar or joint technical meeting at regular intervals and at least once each year.
 - b. Encouraging technical activity within the sections including:
 - 1) Presentation of technical papers at both the regional and for the Call for Papers for the AACE Conference & Expo,
 - 2) Maintaining a strong technical and educational program,
 - 3) Establishing local technical study groups and
 - 4) Coordinating technical committee activity at the Section level with the various AACE technical committees.
7. Promote programs in each Section including the following:
- a. Membership recruitment and retention
 - b. Outreach programs
 - c. Publicity and public relations
 - d. Section technical meetings
 - e. Certification
 - f. Other beneficial programs that fulfill the vision of AACE International

Such promotion shall be conducted by personal visits to the Sections within his/her Region and/or regular telephone calls to Section Presidents to proactively verify that a high level of meaningful activity is being maintained and to offer help and assistance whenever it may be needed. Strive to personally visit each Section within the Director's Region at least once during the two-year term.

8. Encourage the formation of new sections in areas where there is interest, in consultation with the Vice Presidents - Membership, based on growing or large existing centers of membership within the Region.
9. Prepare an annual operating plan by September 1 to implement the above and submit to the appropriate Regional Vice President.
10. Encourage sections to set goals and to assist in achieving them.