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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. Additionally, the board of directors meets face-to-face three times a year.

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-Regions for the performance of the Sections within those Regions.

Directors of Regions 1-6 are responsible to the Vice President-North American Regions 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-International Regions.

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 Board of Directors as well as act as the conduit for communication from the Board of Directors to the Sections.
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. One of these meetings will be in conjunction with the Section Leadership Orientation meeting at the Annual Meeting. The other meetings may be by teleconference calls or meetings of mutual convenience.
5. 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 Annual Meetings,
 - 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.
6. Promote programs in each Section including the following:
- a. Membership recruitment and retention
 - b. Student sections and other 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.

7. Encourage the formation of new sections in areas where there is interest, in consultation with the Vice President-International or –North American Regions, based on growing or large existing centers of membership within the Region.
8. Prepare an annual operating plan by September 1 to implement the above and submit to the appropriate Regional Vice President.
10. Prepare and submit to the appropriate Regional Vice President by September 1 an annual budget for the operation of the Region.
11. Encourage sections to set goals and to assist in achieving them.

General duties of a board member include:

Strategic:

- Represents the broad membership of the organization

- Establishes a vision and outlines goals to reach the vision
- Articulates the mission and sustains the vision
- Ensures effective organizational planning is in place
- Enhances the organization's public standing
- Communicating with AACE leadership (AB chairs, section presidents, etc.) about important decisions affecting AACE
- Representing AACE in a professional manner to groups inside and outside of AACE
- Creates and sets policy

Operational:

- Develops, adopts and provides direction on strategic plans and budgets
- Preparing for meetings, voting on ballots between meetings, serving on task forces as assigned
- Monitors overall operations, including oversight and evaluation of goals achievement
- Creates and dissolves committees
- Sets financial goals, ensures resources are appropriately managed, and allocates resources to meet goals
- Selects and supports an Executive Director
- Determines, monitors and strengthens programs, products, education and services
- Assists in recruiting, orienting and mentoring new board members
- Partnering and communicating well with staff so that each group is doing what it is designed to do
- Hosting meetings and conference calls around strategic issues

Those that meet the requirements and are selected by the Nominating Committee to run for office must comply with certain commitments and responsibilities. Prior to being placed on the official ballot all candidates must sign the Board of Directors Duties and responsibilities Acknowledgement. The Acknowledgement includes the following duties and responsibilities:

1. Attendance at AACE Board of Director's Meetings

The expectation is that members of the BOD will attend all meetings (and participate in all teleconferences). Failure on the part of Board members to participate in Association governance is detrimental to and poses a risk to the achievement of the goals of the Association. However, AACE recognizes that work or personal circumstances may at times prevent a Board member from attending a meeting. The minimum acceptable requirements for attending meetings are established thus:

- For BOD members who are based in North America, physical attendance at **two** of the three scheduled Board meetings and participation in all of the scheduled teleconferences within the calendar year bounded by Annual Meetings (one of which must be the Annual Meeting).
- For BOD members who are based internationally, physical attendance at **one** of the three meetings (preferably the Annual Meeting) and participation in all of the scheduled teleconferences during the specified time period.

2. Submission of Board Reports

Written Board reports are required in association with Board meetings. These reports must be posted to the forums per the established schedule, which is one to two weeks prior each board meeting dependent on the Board position held. The reports summarize the past and future activities of his or her office covering the period of time from the last report to the succeeding one.

3. Board Assignments and Communication

Individual Board members are frequently designated to lead task forces, organize projects and carry out assignments at the request of the Board of Directors. Board members will not be assigned without their agreement. These assignments will have a specific deliverable dates as well as established communication and status reporting. The Board member is responsible for communicating the status of these initiatives on a regular and timely basis.

If during your term of office you are unable to fulfill the duties stated, it is requested that you contact the President to discuss your situation. From time to time BOD members resign from office for a variety of reasons. AACE has a specific protocol for dealing with vacant offices.

BOD members that do not meet the attendance criteria outlined above and/or fail to submit Board reports for two consecutive Board meetings should contact the President immediately to discuss the reasons for not being in compliance with these policies and to develop a strategy to remedy this non-compliance. Board members not in compliance with these attendance and reporting policies, who do not develop a compliance strategy satisfactory to the President are considered to have voluntarily resigned from their position on the Board effective at the beginning of the next scheduled Board meeting following non-compliance. The Board of Directors may replace such individuals who are considered to have so resigned in accordance with the established policies for replacement of resigned Board members.