

Association of College Unions International

Regional Director Job Description

July 2004

- A. Responsibilities
- a. Serve as the chief administrator of the region for the Association, providing liaison among the Association officers, Central Office, regional members and Regional Leadership Team, and task force groups.
 - b. Responsible for all financial matters of the region according to the Guidelines for Financial Management of Regions.
 - c. Appoint regional Education Council chairs, regional conference chair, and task force and program/project committee chairs.
 - d. Prepare annual regional report as required by the Board of Trustees.
 - e. Advise and assist the Regional Leadership Team in planning all regional activities, keeping in mind the educational role, purpose, and goals of the Association and the region.
 - f. Develop an orientation program and training procedures for the Regional Leadership Team including necessary materials.
 - g. Coordinate communication within the region, including at least two newsletters.
 - h. Identify person from the region to serve on the Elections Committee of the Association.
 - i. Provide leadership and assistance with the recruitment of new institutional and individual members.
 - j. Maintain regional files including regional rosters, annual reports, minutes of meetings, and other appropriate material.
 - k. Attend all meetings as required by the Board of Trustees.
 - l. Advise Regional Leadership Team.
- B. Obligations- Regional directors are expected to attend the following during their term:
- a. The annual conference of the Association.
 - b. Any pre-or post-annual conference meetings of the regional directors.
 - c. The annual regional conference.
 - d. The regional leadership team meetings.
 - e. Annual regional functions when appropriate and possible.
 - f. Any special meetings scheduled by the Board of Trustees
 - g. The annual meeting of the regional directors or similar meetings of the regional directors.
- C. Term of Office- Elected/Selected by the regional membership to two-year term, with election to no more than two consecutive terms.
- D. Qualifications

- a. A broad range of experience and involvement in the respective region.
 - b. Demonstrated performance in organizational leadership, motivation, communication, and listening skills, and follow-through on assignments and projects.
 - c. Demonstrated commitment to building inclusive volunteer organizations.
 - d. Commitment to ACUI and its core values, mission, and constitution, and bylaws.
 - e. Be an individual member of ACUI in good standing from a member institution in good standing with solid institutional support or other means of financial support.
 - f. Access to web-based e-mail and the Internet
- E. Responsible to the Board of Trustees, in partnership with appropriate Central Office staff.