



Regional Director Job Description

Updated 9.1.2013

- 1. Serve as the regional representative on the NASPA Board of Directors.**
 - Attend all NASPA Board meetings: summer (usually in July), in the winter (usually in DC at the NASPA Office in December), and in March (Friday and Saturday before the annual conference).
 - Gather, prepare, and submit a Regional Advisory Board Report for each NASPA Board Meeting. This report should serve as an update of regional activity and progression towards regional goals, as well as identify discussion and action items for the upcoming board meeting.
 - When appropriate, share the NASPA Board agenda with your regional board members in advance of the meeting so that you can consider their input/feedback in preparing to participate in the discussions.
 - Participate in all regional director meetings with the Board and the Executive Committee during the NASPA Board Meeting. These meetings allow RDs to gather together to discuss issues, exchange ideas in the management of the regions, and to talk about position-specific experiences directly related to the role. The RD/Executive Committee Meeting following is a chance to talk about any relevant items with the Executive Committee and relevant NASPA staff.
 - Engage fully in the board meeting, reading material before arriving on-site. When feeling strongly about an issue (or believe regional members feel strongly), persist in your advocacy, but understand that the Board eventually should speak with one voice, not many separate voices.
 - Additional Board member responsibilities are outlined in the Board Orientation Materials.

- 2. Coordinate regional activities as an official spokesperson for the Association in the Region.**
 - Develop a regional strategic plan aligned with the overall NASPA Strategic Plan, Mission, Vision and Goals, maintaining a balance of vision and attention-to-detail.
 - Recruit, develop, and manage a Regional Advisory Board to implement regional and national initiatives.
 - Ensure regional compliance with central office standards, expectations, and regulations, including but not limited to fiscal management of regional resources and event management policies and procedures.
 - Engage in regular communications with NASPA office staff and Regional Director cohort as required and appropriate. Attempt to resolve short-term work-arounds with long-term solutions, eliminating problems rather than perpetuating them.
 - Ensure that assessment components for regional activities are implemented.

- Attend as many regional activities as possible. Initiate and implement ideas of the region.
- 3. Serve as the official representative of the Association at meetings of other associations in the region, when requested by the Chair or Board of Directors.**
 - 4. Inform members and affiliates within the region of activities by regular communications or meetings.**
 - Interpret to the regional membership actions of NASPA Board of Directors and communicate all appropriate matters through Regional Advisory Board meetings, Regional Newsletters, and other appropriate correspondence.
 - Schedule, set agenda for, and preside over all Advisory Board meetings. Ensure NASPA staff are aware of meetings to provide relevant information if needed.
 - 5. Plan and conduct regional activities which are scheduled at the NASPA Annual Conference.**
 - Set the agenda for and preside over Regional Business Meeting.
 - Participate in the Regional Reception.
 - Represent Region at required Board of Director events.
 - 6. Strengthen membership in the Association.**
 - Inform the NASPA Board of Directors and NASPA office staff of regional or state issues that have an impact on higher education.
 - Link national initiatives to regional activities.
 - Provide feedback to staff regarding member feedback, ensuring to remain constructive.
 - 7. Develop, maintain, and participate in succession planning for new Regional Directors.**
 - Serve on the RD Elections committee.
 - Orient the RD-Elect with regard to the finances of the region.
 - Inform the RD-Elect of information concerning Board of Directors' decisions and discussions.
 - Assist NASPA staff where appropriate in the process.

Commitment to this position runs for four years

- March 2021 to March 2022: NASPA Regional Director-Elect
- March 2022 to March 2024: NASPA Regional Director
- March 2024 to March 2025: NASPA Past Regional Director