

## **REGIONAL DIRECTOR Job Description**

The position of Regional Director is defined briefly in the current edition of the Intertel Bylaws; in Section I which provides for notification of accepted applicants in the Region, and in Section III which generally outlines the nature of a Regional Directorship.

This Job Description will attempt to describe the duties and activities of a Regional Director as they have developed through usage and tradition. This document should not be interpreted as setting bounds on the Director's activities, but rather as a specification of minimum involvement. Each Director should be alert to recognize and act upon other opportunities to serve Intertel and its members -- particularly those in his specific Region.

First, it must be recognized that each Director is elected to represent a particular geographic region. The election is through votes cast by members residing within that area; no one else may vote for that particular Regional Directorship. Regional alignments may be redefined by the Executive Board from time to time for more equitable distribution of Intertel membership; each Region will have its own Director. A Director is elected for a three-year term, with approximately one-third of the Directorships up for election each year.

The responsibilities of a Director may be categorized, very generally, as follows:

1. To represent the Region to Intertel.
2. To represent Intertel to the Region.
3. To administer the affairs of Intertel within the Region and to participate in the government of Intertel through the Executive Board.

As a Region's representative, it is the duty of each Director to become and remain very familiar with the members, activities, interests, and problems of the Region. The means of doing this may vary according to the demands and geographic makeup of the Region; personal contact is best, but personal correspondence and newsletters will suffice.

As the Intertel Acceptance Committee approves applicants for membership, the office will notify the Directors. An applicant, although approved by IAC, does not become a member until his dues payment is received. Each month Directors will receive a list of new and reinstated members in their Regions.

As members of the Executive Board, Directors participate in Intertel's government, representing the views of their Regions and working for the betterment of Intertel as a whole. It is imperative that Directors are knowledgeable concerning the the current Constitution and Bylaws and the Standing Rules of Intertel. A Board meeting is held in conjunction with the Annual General Assembly (AGA) and Special Meetings may be

called if necessary. It is expected that directors attend the meeting at the AGA, if not in person, then by Skype or other electronic means. Actions may also be taken by mail ballot, or by telephone or e-mail consensus confirmed in writing. It is important that Directors participate in all Board actions, particularly any requiring a vote.

Regional Directors are expected to send regional newsletters, at least quarterly. Intertel expenses up to a maximum of \$350.00 per year will be reimbursed via reimbursement requests sent to the Treasurer of Intertel on the standard form. In addition to the \$350.00, Intertel will also reimburse regional newsletter postage.

Directors are given a \$400.00 stipend for attending the AGA and the annual Executive Board Meeting.

From time to time, special projects or task forces may be required to address specific problems or situations. Most of this type of work can be handled by mail. If Directors are asked to participate in something of this type, the work should be completed promptly so the project will not be held up by a lack of action.

Regional Assemblies (RA) are occasionally held, so that members in a particular area can get together to become acquainted and discuss common interests. The Director should be involved in these when they occur, if only as an attendee.

When an AGA is scheduled for a particular Region, the Director should be involved. The Director should be completely aware of the activity and be available to give advice.

Last, but most certainly not least, it must be emphasized that the office of Regional Director is intended to be a working office, not an honorary one. Since all Directors are volunteers, having voluntarily signed a statement expressing willingness to accept the nomination, it is assumed that they will act responsibly, and assiduously carry out the duties of their offices. The Executive Board is small enough that participation of all members is essential.