

The Golden West Council Regional Director Guidelines

PREFACE

This guideline was written August, 2004 from materials found in the 1999-2001 National Vice President Manual and additional contributions from Council members.

These materials are intended to be used solely as suggestions and recommendations. Each Regional Director should review this guideline in such a manner that will best suit their needs and the needs of the Chapters and Council. Every attempt was made to provide “best practice” ideas and benchmarks to assist Regional Directors perform their duties more effectively.

GENERAL QUALIFICATIONS

- Former chapter president.
- Prior attendance at, and participation, in Regional Council activities.
- Personal commitment to take the required time and resources needed to effectively perform duties.
- Working knowledge of chapter and Council operations.
- Enthusiasm and willingness to serve.
- Good leadership ability.
- Excellent communication skills.

ASSIGNMENTS OF CHAPTERS

- Chapter assignments are generally made by the Council.
- Each Regional Director will be assigned 2 or 3 chapters.
- Regional Directors generally are not assigned to their own chapter. However, if circumstances warrant a home chapter assignment will be made. Such issues as work and family flexibility, distance to assigned chapter, convenience of getting to assigned chapter should be considered.
- The final assignments should be in place 30 days prior to the Leadership Workshop.

GENERAL

- Assist chapters to achieve higher performance levels.
- Represent National and Council policy to chapters.
- Mentor, develop, and encourage chapter leaders for regional service.
- Encourage chapter participation in council activities.
- Recommend chapter leaders for regional and/or National service.
- Attend Council meetings to communicate chapter performance, assist in programs and network with your chapter presidents and members.
- Be a visible and effective leader; especially, be a good listener.
- Always display and instill a positive attitude; it is very contagious.
- COMMUNICATE, COMMUNICATE, COMMUNICATE with your chapters and the Council.

DUTIES AND RESPONSIBILITIES

- The term of office of the Regional Director is two (2) years.
- Although the chapter year does not begin until June, communication with assigned chapters, the National Vice President and the Council is very important at the early stages of your term.
- Upon learning of your chapter assignments and names of chapter managers, send a introductory and congratulatory letter to the incoming president. (See sample).
- Ask incoming chapter presidents to have your name added to their mailing/email list so you can receive all communications from your assigned chapters.
- Communicate with the incoming presidents and find out vital information about your assigned chapter, for example, list of board members, technical meeting dates, board meeting dates and any special dates during the upcoming year the chapter may want your participation. These special events may include chapter sponsored educational programs, presentation of president's certificate/award, presentation of National awards, presentation of 25 year pins/awards to chapter members or chapter anniversaries.
- Be sure to plan and manage your calendar at the beginning of your IMA term so as to provide proper coordination between chapter and Council obligations.
- Attend and participate in the Leadership Workshop. Use and transfer material from prior

Regional Directors and begin laying down a proper foundation for working with your chapters.

- Attend, participate in, and vote at all Council meetings. Be prepared to give a brief oral report regarding the status of your assigned chapters.
- Present, represent and assist the National Vice President in communicating National and Council views and opinions at chapter meetings or directly to chapter management.
- Maintain contact with the Council board and Council Chair on issues impacting chapter and council operations.
- It is recommended that you attend 2 board meetings and 1 technical meeting of each of your assigned chapters during the IMA year in order to maintain an open line of communication.
- Encourage chapter participation in Council activities.
- Attend and participate in IMA national award presentations at the chapter level.
- Identify, encourage, develop, and recruit talented chapter leaders for development and advancement to Regional Council service.
- Maintain an open stream of communication with your assigned chapter through email, phone contact or written materials if necessary.
- Report chapter visits upon completion to the Council President and the National Vice President . While there is no formal reporting format, this can be accomplished via email and should include a) chapter name; b) date of visit; c) type of meeting; d) number in attendance; and e) any additional information deemed important.

Remember, your main function is to assist chapters in being successful. Your experience and leadership will help guide you to that end.

(Chapter Logo)

(IMA Logo)

Dear XXX (Chapter President):

Congratulations on being elected President of the XXX Chapter of the IMA for 20XX-20XX. I know you will find the experience in the coming year to be both rewarding and challenging and I wish you much success.

I will be in contact with you as soon as is convenient so that we may discuss your chapter technical meeting dates and location, your board meeting dates and location and any other dates during your term in office which you would like my involvement. I would like to get this information so I can arrange my calendar to allow for visits during the coming IMA year. I will also try to be available for other important chapter dates that you request, such as anniversaries, 25-year pin presentations or award presentations. I am looking forward to assisting you any way I can.

One of the most important steps for you to take as President of your chapter is to attend the Leadership Workshop which is scheduled during April or May. Please be sure that all of your Team Leaders attend and strongly encourage your directors to attend as well. The Leadership Workshop is intended to provide guidance and strength to your chapter in the upcoming year.

I would like to ask that my address and/or email be added to your chapter's communication distribution. That way, I will automatically and more easily be able to stay informed of your chapter's activities. My email address is: _____; my address is _____.

As a Regional Director, I am a resource for you. Please call or email me if I can be of assistance to you in any way to help your year as president be a success. I also recommend you or your Council Representatives attend all quarterly meetings of the Golden West Council; these meetings will keep you apprised of National issues and give you some insight into what other chapters are doing (best practices) to be successful. Your Council President, _____ can be reached at _____ and your National Vice President, _____ can be reached at _____. Feel free to contact us at any time.

It is the efforts of volunteers that strengthen IMA and our members. Best wishes for a very successful year. If you have any questions, please contact me at _____.

Sincerely,

20XX-20XX Regional Director