

Region Positions

Chair

The Region Chair, along with the Region Executive Committee, shall establish goals and objectives for the region and monitor and evaluate the region's performance. The Chair coordinates the efforts of the executive committee (region officers), any region committees and any other volunteers of the region. **[See Region Representative job description if chair is also the Region Rep].**

Term of Office: Two years (eligible to serve three consecutive two-year terms in this position)

Duties:

1. Regularly communicates with LeadingAge CA staff regarding region matters.
2. Establishes region goals for the program year (July 1 – June 30).
3. Chairs region meetings and region executive committee meetings.
4. Prepares agenda for region business meetings.
5. Encourages members in the region to participate on LeadingAge CA committees.
6. Coordinates member recruitment among the Region Executive Committee.
7. Attends the annual Region Leader orientation presented by the LeadingAge CA staff.

Vice Chair

Assists the Region Chair in conducting region business and planning region meeting programs.

Term of Office: Two years (eligible to serve three consecutive two-year terms in this position)

Duties:

1. Arranges for topics, speakers and meeting locations for region programs.
2. Provides necessary information to LeadingAge CA support staff to obtain CEUs.
3. Arranges for volunteers to help set up the region meetings and staff the registration table. These may be staff at the host facility or other members of the region executive committee.
4. Ensures that evaluation forms, sign-in sheets and a copy of any handouts are returned to LeadingAge CA following the meeting. Distributes CEU certificates to meeting attendees.
5. Writes thank you note to the speaker and the hosting facility following the program.
6. Coordinates an education committee in order to find speakers to present at Region Meetings.
7. Attends the annual Region Leader orientation presented by the LeadingAge CA staff.

Secretary/Treasurer

The Secretary/Treasurer is responsible for any region financial matters, and will also be responsible for taking minutes of region business meetings. **[Note: position may be separated into two positions, secretary and treasurer, if the region so desires].**

Term of Office: Two years (eligible to serve three consecutive two-year terms in this position)

Region Positions

Secretary/Treasurer Duties:

1. Oversees region bank account, collects any fees established by the region and pays any region bills.
2. Reports on the financial condition of the region at business meetings.
3. Takes minutes at region executive committee meetings and at region business meetings.
4. Sends any minutes or region reports to LeadingAge CA for distribution to the region and to place on the Association website.
5. Provides a quarterly region activity report for LeadingAge CA Board of Directors meetings.
6. Attends the annual Region Leader orientation presented by the LeadingAge CA.

Region Representative

The region representative serves as a member of the Board of Directors representing the total membership as well as the region. It is recommended that the region representative be either the region chair or vice chair.

Term of Office: Two years (eligible to serve up to three consecutive two-year terms as a Region Director-at-large)

Duties:

1. Attends all meetings of the Board of Directors. Reads, considers and takes positions on those issues presented to the Board of Directors for action.
2. Becomes familiar with the responsibilities of the directors and officers of LeadingAge CA and with the laws and statutes that govern the standards of conduct for directors, including the issues of good faith, prudent action and conflict of interest.
3. Represents the Board of Directors to the region from which the director was elected. Regularly informs the region of current activities, decisions of the Board regarding region proposals and other information.
4. Primarily represents the region from which the director was elected to the Board of Directors. Prepares a quarterly report from the region and any discussion items/recommendations for consideration of the Board in writing, in advance, and acts as a liaison between that region and the Board.
5. Abides by supports and defends the adopted policies and programs of the Board of Directors.
6. Promotes interest and active participation within LeadingAge CA on the part of the region represented and reports activities of the Board and LeadingAge CA to the region.
7. May serve on the Nominating Committee as required by the region structure of LeadingAge CA and the Bylaws.
8. Attends the annual Region Leader orientation presented by the LeadingAge CA staff.

* It is recommended that the region representative be either the region chair or vice chair.

Region Positions

Region Leader-at-Large

The Region Leader-At-Large shall provide support and assistance to any Region officer on the Region Executive Committee as needed.

Term of Office: Two years (eligible to serve three consecutive two-year terms in this position)

Duties:

1. Shall assist the Region Executive Committee with the planning of Region Meetings.
2. Fulfills any duties necessary that are not included already in the Region Executive Officers position description and duties.
3. Provides logistical support at Region Meetings.
4. Shall assume some or all duties of any Region Executive Officer who must step down as a Region Leader.
5. Attends the annual Region Leader orientation presented by the LeadingAge CA staff.

Region Past Chair

The Region Member Past Chair shall help train incoming Region Officers and coordinate the first Region Executive Committee Meetings.

Term of Office: One year

Duties:

1. Shall arrange for the first Region Executive Committee planning meeting.
2. Provides any assistance and expertise to the current Region Officers.
3. Introduce the current Region Executive Committee to all attendees at the first Region Meeting of the new term year.