

General Job Description

Region Director

Basic Functions:

Serves as an elected officer, representing the membership and best interests of the association.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members, and the membership-at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

Duties, Responsibilities and Authority:

- Attend all meetings of the Board of Directors, Convention, and State Board workshops/training sessions.
- Create an annual plan of work with goals and actions prior to July 1st.
- Seek guidance from any Executive Committee member as necessary.
- Serve as advisor to council Presidents within his/her region.
- In consultation with the VP for Leadership, provide services to aid local PTA/PTSA units and/or councils in their respective regions.
 1. Act as a liaison between the Board of Directors and local PTA/PTSA units and/or councils in their respective regions.
 2. Assist local units and councils with the installation of new officers as requested.
 3. Act as a consultant to local units and councils in the region as requested.
 4. Communicate with local units regularly through a variety of methods including telephone, newsletters, mailings and visitations.
 5. Promote "Unit in Good Standing" requirements and, when requested and authorized, contact units/councils with regard to missing requirements.
- Identify and nominate, after soliciting input from units and councils in the respective region, one or more Region Director Assistants, Service Delivery Specialists, and Region Youth Members for approval by the Board of Directors.
 1. Direct and coordinate the activities of Region Director Assistants, Service Delivery Specialists and Region Youth Members.
 2. Assist in coordinating ongoing leadership education to Region Director Assistants, Service Delivery Specialists, and Region Youth Member.
- Assist the Vice President for Membership with the organization of new PTA/PTSA units in the respective region in accordance with Oregon PTA affiliation procedures. Notify the Vice President for Membership of potential new units and be available to assist with presentations when requested.
- Assist the Vice President for Membership in offering assistance in reactivating a delinquent unit within the region.
- Oversee the regional Reflections program judging, and forward eligible entries to the state Reflections Chairperson by the winter meeting of the Board of Directors.
- Serve on committees of the Board of Directors as needed.
- Provide a written report at all Board of Directors meetings and as requested by the President.