

## **Prerequisites**

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Professional, Leadership and/or Management experience
- Active in adoption reform efforts in their own State
- Understand and commit to the AAC Mission
- Ideally, they should evolve from the State Representative position
- Experience or willingness to support a regional conference
- Ability to organize events and people, work well with others, and understand coalition building
- Ability to act as liaison between the grassroots AAC members and the national organization
- Ability to maintain confidentiality
- Have E-mail access
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Will make every effort to attend the annual AAC International Conference

## **Term of Service**

Regional Directors are elected by the membership within their region (if more than one applicant for the same region) and shall serve at the pleasure of the Board and in keeping with the By-Laws of AAC. Regional Directors report to the Board of Directors

## **Responsibilities**

Regional Directors are responsible for organizing their region as is appropriate to accomplish the purpose and mission of the AAC.

## **Procedures**

The Regional Director may appoint additional members to their regional committee as deemed necessary, with notice of all appointments sent to the Board of Directors for ratifications.

Regional Directors are responsible for submitting regional State Representative candidates for their region to the Board of Directors. State Representative candidates will be processed per the established policy and procedures.

Regional Directors are a liaison with the Board of Directors and the State Representatives in their regions.

Regional Directors are responsible for training and assisting all State Representative in their region and addressing any questions or concerns.

Regional Directors shall represent their regions on the Board. Regional Directors shall contact each of their State Representatives at least quarterly for general communication about that State and AAC membership within that State.

Regional Directors shall submit a year-end report for their region which includes reports from their State Representatives and an overview of their region's activities for the year. The report should be complete for submission to the Board prior to the annual Board meeting.

### **Equipment**

All equipment supplied by the AAC remains the property of AAC. It must be returned to the organization when no longer needed for AAC business.