



American Adoption Congress
Regional Director Job Description
Approved By Board of Directors 12-5-2015

Prerequisites

- AAC member in good standing
- Professional, Leadership and/or Management experience
- Active in adoption reform efforts in their own State
- A commitment to the mission of AAC
- 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
- Have E-mail access
- Willing to sign off on the American Adoption Congress Code of Ethics

Term of Service

Regional Directors are elected by the membership within their 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 of the regional committee as deemed necessary. Notice of all appointments should be sent to the Board of Directors for ratifications

Regional Directors are responsible for submitting regional state representative candidates to the Board of directors. State Representative candidate will be process according to the established policy and procedures.

Regional Directors are liaison with the Board of Directors and the state representatives in their regions.

Regional Directors are responsible for training and assisting the 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 particular 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.



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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.