

Regional Leadership Job Description

Note: This document includes suggested processes to aid the communication between the Regional Liaison and the Chapter Presidents and can be modified to the needs of the regional group.

Regional Liaison:

- Establish regional meeting time and location and preside over meeting.
- Prepare proposed regional meeting agenda and distribute to chapter presidents within the region.
- Distribute minutes from regional meetings to the chapter presidents within the region.
- Attend the Guild's monthly Executive Board Meetings.
- Bring the voting preferences of each chapter represented to the Executive Board Meeting, as well as any issues the region would like to discuss.
- Present to the chapters within the region the outcomes and questions from the Executive Board Meeting.
- Communicate with regional presidents by email or text as needed.