

**Ancillary Document 2.2.1.3.1**  
**Job Description: REGION DIRECTOR**

1. **Term of Office:** Determined by each region in accordance with its bylaws.
2. **Authority.**
  - 2.1. Serves as a voting member on the national Board of Directors.
  - 2.2. Serves as a member of the Regions Committee, and other national committees as requested.
  - 2.3. Conducts the region's Executive Committee and Board meetings.
  - 2.4. Is responsible for the region's activities such as: seminars, exhibits, etc.
  - 2.5. Signs all contracts as the legal representative of the Region.
3. **Governance.** Is familiar with the Bylaws, Policies and Procedures Manual, and necessary manuals.
4. **Chapters.**
  - 4.1. Acts as a contact between the chapters within the region.
  - 4.2. Serves as the liaison between chapters within the region, the national Board, and Headquarters.
  - 4.3. Keeps the record of chapters in the region.
5. **Prospective Chapters.** Contacts prospective chapters to determine their eligibility for charter.
6. **Dissolving Chapters.** Assists chapters when dissolution is necessary.
7. **Interaction.**
  - 7.1. Communicates with other regions to help unify and strengthen the chapters, the region and EGA as a whole.
  - 7.2. Communicates with the Vice President on a regular basis.
8. **EGA Discussion Group.** Monitors EGA National Web Discussion Group for matters pertinent to the areas of responsibility, and forwards questions, comments or suggestions to appropriate chair, officer or staff member for response.
9. **Annual Fund Donation.** Donates yearly to the annual fund.
10. **Reports/Correspondence.**
  - 10.1. Prepares interim and annual reports of the region activities for the Board reports as requested.
  - 10.2. Sends copies of significant correspondence to the President and Vice President.
11. **Financial.** Oversees financial records of the region.
12. **Public Relations.** Agrees to have name and email address published on the EGA website.
13. **Preparation for Unexpected Absence.** Has the *File/Document Emergency Location Form* on file at EGA headquarters (Ancillary Document 1.5.1.7, *Document/Files Emergency Location Form*)
14. **Successor.** Forwards files, in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action. [See Ancillary Document 2.2.1.3.1.3, *Sharing with Your Assistant Director*]