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Leading  
Adult Education Professionals

# IAAP Regional Director

## POSITION DESCRIPTION

**Position Title:** Regional Director

**Accountable To:** The IAAP Board of Directors

**Collaborates With:** IAAP Board, Staff, and Branch Directors

**Purpose:** Support IAAP's core purpose by mentoring and assisting current Branch Directors within their Region and recruiting new Branch Directors within their Region in cities not currently represented by a Branch or under-represented by Branches based on population and size of each city. The Regional Director is also encouraged to help Branch Directors combine resources for larger events.

### **General Responsibilities:**

#### **Lead Branch Directors within the Region**

- Connect with Branch Directors frequently (at least once a month) to check-in and offer guidance and direction when needed
- Gather feedback from Branch Directors to share with the board and staff
- Review the Branch Director Monthly communication email to remain informed about everything being communicated to Branch Directors (you will receive this newsletter in your inbox each month)
- Be prepared to answer questions and respond to concerns from your Branch Directors
- Recruit new Branch Directors and assist them with getting started
- Attend Branch events whenever possible

#### **Promote and represent IAAP professionally and positively**

- Encourage member attendance at Region and Branch events through social media, email, newsletters, and conversations
- Attend Branch events within your Region whenever possible to network with members and potential members
- Ensure all social media posts and communications are professional and appropriate, even on your personal social media channels and communications
- Engage with non-member admins whenever possible to introduce IAAP and the benefits of membership

#### **Connect with your board member mentor regularly**

- Actively participate in monthly check-in calls with your board member mentor
- Share feedback, concerns, and questions directly with your board member mentor
- Utilize and rely on your board member mentor for guidance and direction—your board member mentor is your go-to leader for support

#### **Prepare a broad agenda outline for quarterly/annual areas of focus for Branch Directors to use that will include the following topics:**

- Brand awareness
- Certifications
- Education
- Leadership Development

#### **Attend Mandatory Regional Director Training**

- June 6-8, 2019, Kansas City, Missouri

#### **Term:**

- One (1) year