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