Template for Regional Leadership Roles

Below you will find sample language that can be adapted for your region as you develop and define the common introductory volunteer leadership roles. Position descriptions should include the following:

- Definition/role of the position
- Length of term, including any successive positions within the board structure
- Description of duties

Sample Language for Treasurer

Responsible for the financial health and well-being of the region, the treasurer plays an important role within NAEP. Major duties include:

- Monitors and actively manages the regional finances including income and expenses
- Distributes payments to vendors related to the production of the regional meeting
- Works with the NAEP national Treasurer and the NAEP Director of Finance

The role of Treasurer is for 3-years.

Sample Language for Secretary

Sample 1:

As Secretary, you would serve a total of four years, advancing through the executive board positions of Vice President, President and Immediate Past President.

The Secretary records minutes from the annual business meeting for the region the fall after appointment. As you progress through board positions over your years of service you will help organize the exhibitors show, meeting programing, serve as host for the regional meeting and later the committee chair for the membership and scholarship committees.

Sample 2:

The position of secretary is an entry level position rotating annually through the Executive Committee (Secretary, 2nd VP, 1st VP, President and Immediate Past President). Rotation provides the opportunity of the newly elected to experience multiple levels of leadership.
The Secretary shall keep the minutes of the Executive Committee and perform other duties associated with the Office of Secretary. Secretary primary responsibilities:

- Recording minutes of all business meetings, 10 times a year for in person and conference call meetings.
- Attend approximately 5 planning meetings per year.
- Maintain mailing lists and assist with mailings and promotional efforts as determined by the Executive Committee.
- Assist the Second Vice President with duties associated with the Regional Annual Meeting supplier exhibit.

**Sample Language for 2nd Vice President**

As 2nd Vice President, you would serve a total of four years, advancing through the consecutive executive board positions of First Vice President, President and Immediate Past President.

The 2nd Vice President plays an integral role in the development of the vendor show and sponsorship program for the fall regional meeting.

The position progresses through the various board positions and you will help organize the exhibitors show, develop meeting programing, serve as host for the regional meeting and later the committee chair for the membership and scholarship committees.