

## REGION EXECUTIVE DIRECTOR

1. Provide part time staff assistance to Region 11.
2. Become knowledgeable concerning ACSA, its governance and policies in order to better interpret and represent the State organization to the Region, Charter, Committees, and individual members.
3. Assist Region 11 officers, charters and committees in program development, membership promotion and Region, State, Charter communication.
4. Assist individual members with special professional needs.
5. Respond to State, Region and Charter ACSA requirements.
6. Assist the Region President, Officers, and Region Board of Directors, Region Delegate Assemblies, and Charter Boards.
7. Maintain the Region's checking and savings accounts.
8. Prepare regular financial statements and maintain communication with the Region Treasurer.
9. Prepare annual financial reports as required by State ACSA.
10. Serve on the Region Executive Committee.
11. Receive and disperse all moneys accruing to the Region, keeping accurate accounts.
12. Attend State, Region, Charter, and Committee Meetings and assist with membership drives, recruitment, etc., as appropriate.
13. Serve as Region 11 Historian.
14. Assist the President as directed.

Revised – April 2003  
June 2007