

Regional Vice Presidents

Regional VPs....Very [Important] People...and...Your

Regional Vice Presidents!

For new and returning Chapter Officers, it is a great time to review who your Regional Vice Presidents are and what their responsibilities are regarding Chapters.

The relationship between the IADD Regional Vice President and his/her assigned Chapters is an important one. As such, it is important to review what the Regional Vice President's role means to you as a Chapter officer.

Below you will find a handy summary of what it means to be an IADD Regional Vice President — an overview of Regional Vice President responsibilities, a description of the IADD Regions, who the current Regional Vice Presidents are and a checklist of their duties in regards to IADD Chapters.

I. Regional Vice Presidents - Overview

In accordance with the current Bylaws, the Board of Directors defines a number of geographic regions, each of which is represented by a Vice President elected by the residents of that region. The Board currently has defined six regions. Vice President positions are elected for two-year terms. Successful candidates must have previously served on the Board for one year. While the Constitution does not require it, our past practice has been to nominate candidates from the territory they represent. Candidates may be re-elected for up to three consecutive two-year terms. Vice Presidents are Officers of the Association and members of the Executive Committee.

The **role of Vice Presidents** is to serve as a **liaison between the overall international organization (IADD) and Chapters** and other Association members located in their specific geographic area by representing them at IADD Board meetings, by communicating the actions and thinking of the IADD Board to Chapter officers and other members, and by raising concerns of the Chapters to the Board. Vice Presidents are encouraged to become familiar with all Chapter-related content on the Chapter Center, located on the IADD website.

Specific Duties:

Foster support and be a mentor for Chapter Chairs; participate and help organize a minimum of two meetings per year for each Chapter within their responsibility; create a shared prospect list for their region; help IADD identify key players in each region; provide a written and verbal update at each Executive Committee Meeting; attend as many Chapter meetings in their area as feasible; serve as a resource for information on Association policies,

procedures, and activities to members in their area; actively search for ways that the International organization can assist and develop Chapters and members in each region; request that the Chapter(s) in their area invite them to their Officers meetings and general meetings and add them to the Chapter mailing lists to receive minutes of Chapter and Chapter Board meetings; coordinate Chapter activities among geographic areas by communicating with other Vice Presidents; encourage Chapters' compliance with Association policy and procedure; encourage the formation of new Chapters where appropriate; assist in the development of Chapter manuals and other training materials; prepare written reports prior to each Board meeting; and attend Board of Directors, Executive Committee, and business meetings of the Association.

II. IADD Regional Map

There are currently **4 regions**, each of which is represented by a Vice President elected by the residents of that region.

For a detailed map of the IADD Regions, visit the "Current IADD Regions" page in the Chapter Center at <http://www.iadd.org/iaddregions.gif>.

Below is a list of where IADD Chapters are located per region:

Region 1: Canadian-American, New England, Pittsburgh, Ohio Valley*

Region 2: Mid-Atlantic, South

Region 3: Kansas City, Lake Michigan, Twin Cities

Region 4: Rocky Mountain Region, Southwest, Pacific Northwest/Portland*, Bay Area*

III. Assigned Regional Vice President Breakdown

For a list of current IADD Regional Vice Presidents, visit the "IADD Officers and Directors" page in the Chapter Center at <http://www.iadd.org/chapoff/iaddofficers.htm>.

IADD Regional Vice Presidents are here to offer you support and are a very important resource for you as Chapter officers. **Do not hesitate to contact your Regional Vice President when you need guidance regarding your Chapter.**

* Inactive Chapter

III. IADD Regional Vice Presidents' Chapter-Related Responsibilities

In order to maintain an effective Chapter that meets its goals and objectives, it is important that the Chapters have guidance from their designated Regional Vice Presidents to support them in the management of their Chapters. The following is a checklist of recommended tasks that the Regional Vice Presidents should perform regarding Chapter-related responsibilities:

Annual Tasks

- Ensure that the Chapter forwards required financials statements to the Member Relations Coordinator as noted in the *Legal & Financial Procedures Toolkit* – **applicable only to the Can-Am Chapter, which is not currently enrolled in the IADD Chapter Bookkeeping Service.**

Quarterly Tasks

- Perform quarterly courtesy check-in with IADD President via telephone or email. Report on any of the following information:
 - Upcoming Chapter meeting dates.
 - Upcoming Chapter officers' conference calls/meetings.
 - Any officer changes.
 - Any current issue Chapter has expressed concerns.
- Notify Chapter Chair of any Executive or Board-approved decisions that affect Chapters.
- Obtain current Chapter financial balance – **applicable only to the Can-Am Chapter, which is not currently enrolled in the IADD Chapter Bookkeeping Service.**
- Inquire if there have been any officer changes.
- Notify Jill May, Chapter Relations Coordinator, of the above information via telephone or email.
- Provide written report prior to Executive meetings.

Monthly Responsibilities (General)

- Perform monthly courtesy check-in with the Chapter Chair via telephone or email:
 - Inquire if Chapter has scheduled any upcoming meetings and events (note meeting details – date, time, location, subject).

- Inquire if Chapter officers have scheduled any upcoming Chapter officers' meetings or conference calls.
 - Inquire if Chapter has any current issues that require assistance from the Regional Vice President.
 - Inquire if the Chapter's Membership Liaison is performing membership tasks according to the Chapter Membership Liaison's Suggested Procedures document (available on the Chapter Center). If the Liaison needs additional support, request the Chapter Chair to remind the Liaison to contact the IADD Membership Chair or Mike Vanderspool, who provides staff support to the Membership Task Force.
 - Confirm with Chapter Chair that they have reviewed the current month's *Chapter Management Newsletter*. Inquire if the Chapter Chair has any questions or concerns regarding the Newsletter.
- Notify Jill May, Chapter Relations Coordinator, of the above information via telephone or email.

Miscellaneous & General Tasks

- Attend Chapter Officer Leadership Training – if applicable (i.e. recent election of new officers).
- In general, the Regional Vice President should ensure that the Chapter is aware of IADD policies and procedures and assist them if questions arise regarding IADD policies and procedures or direct them to the appropriate source for assistance.
- If at all possible, Regional Vice Presidents should attend Chapter meetings in their region.

The above information is intended to provide a general overview of what an IADD Regional Vice President's role and responsibilities are in regards to IADD Chapters. Should you have any questions, please do not hesitate to contact Jill May, Chapter Relations Coordinator, at 1-815-455-7519 or via email at jmay@iadd.org.