

## **Regional Director**

A Regional Director (RD) shall be a director of the Association elected by the members of one of the five geographic regions.

- B.C. and Yukon
- Prairies, NWT and Nunavut
- Ontario
- Quebec
- Atlantic

The two (2) year term begins immediately following the Annual Membership Meeting (AMM) after their election. Regional Directors provide a national perspective to the decision-making process regarding clinical, professional practice and organizational issues. Regional Directors provide a regional perspective to the national organization and a national perspective to the region represented

Each Regional Director shall have one (1) vote in regards to board decisions.

Regional Directors are accountable to the Board and Members of NSWOCC.

### **Specific Responsibilities:**

- Serve as a liaison between the Association and members in the geographic region represented
- Facilitate communication among all levels of the organization
- Attend all meetings of the NSWOCC (e.g., Board of Directors monthly meetings, Annual Conference, Annual Member's Meeting, Strategic Planning, and other meetings as assigned by the President)
- Notify the President in advance if unable to attend regular or special meetings of the Board of Directors
- Formulate goals and objectives for the coming year and submit them to the Secretary at the designated time
- Membership contact lists will be provided monthly by the Membership coordinator to allow RD's to communicate with their members on a monthly basis
- Check email at least three times per week and respond to requests by a deadline if stated or within three days if no deadline is given
- Notify the Board of any planned absence of more than five consecutive days
- Plan and coordinate two (2) regional membership meetings per year and ensure the minutes of these meetings are circulated to all regional members and archived according to the Documentation Retention Policy

- Prepare a written annual report and mid year (October) report of highlights of your region/activities, work in progress and progress towards objectives using the template provided prior to the Fall Board and Annual Membership Meetings and submit to the Secretary at the designated time (see Communication Plan)
- Prepare and email a report summarizing issues discussed at the Fall Board Meeting and Annual Membership Meetings to the regional members via newsletter within sixty (60) days following the meeting
- Communicate with regional members by email as necessary
- Submit a report containing "newsworthy items" from your region for each edition of the NSWOC Newsletter (3 times per year)
- Encourage members to identify and submit regional issues which need to be addressed by the board at the national level
- Communicate regional issues and concerns at Board meetings and by email to the President
- Discuss all communication, verbal or written, directed outside of NSWOC with the President and Chief Executive Officer prior to making contact
- Communicate intent to stand or not for re-election, to the Nominations Chair, prior to the November Board meeting
- Coordinate, in collaboration with the Nominations Chair, the election of a Regional Director at the end of the term. If running for a second term, must go through the nominations process
- Prior to the end of the term of your position, arrange to meet with the incoming Regional Director as they will assume the RD role following the Annual Membership Meeting. This allows for a smooth transition between RD's
- Encourage membership in NSWOC; included in that is communicating with previous members who have allowed their membership to lapse and encouragement of NSWOC and SWAN graduates to maintain an active NSWOC membership

**Term:** Two years with an option to stand for re-election for a second term

**Time Commitment:** a minimum average of one (1) to two (2) hours per week

**Qualifications:** Refer to the NSWOC By-Law Regional Director qualifications