

Regional Board Members' Job Description

Regional Chair

- a. Represents interests of the members of their Region to the Board of Directors;
- b. Is responsible for the recruitment and retention of members within their region;
- c. Promotes the Association to potential members in conjunction with the Director of Outreach;
- d. Provides monthly updates on Association activities to members within their region via their electronic Regional discussion list, and/or the production of a Regional newsletter;
- e. Coordinates efforts of regional and state volunteers;
- f. Serves or appoint a regional representative to serve on the Outreach Board.

Note: Please also see Regional Chairs Handbook

Regional Vice-Chair

- a. Performs the duties of the Regional Chair in the Chair's absence;
- b. Assists with recruitment for the regional conference
- c. Oversees the process of amending the Regional By-Laws and Constitution in accordance with the goals of the Association;
- d. Oversees the job performance of each Regional Director.

Regional Director of Outreach

- a. Identifies 10 top schools for recruitment, contact those schools, and recruit as new NAGPS members
- b. Creates and maintain a comprehensive database of regional membership information to be made available online by the Director of Administration
- c. Assesses member needs and present conclusions and recommendations to the regional board
- d. Devises and executes a regional strategy for recruitment and retention of members
- e. Works in conjunction with regional officers to promote the Association to potential members
- f. Promotes Association activities, programs, and services to regional members

Regional Director of Communications

- a. Oversees publication and distribution of a regional newsletter at least four times a year;
- b. Assists with the internal and external communications of the regional board;
- c. Implements communication strategies that promote the purpose and agenda of the Association;
- d. Serves as a liaison between the National Communication Board and the Regional Board

Regional Director of International Student Concerns

- a. Monitors campus issues and legislative developments that affect the ability of graduate and/or professional students from other countries to study in the United States
- b. Ensures that international students are well-informed, fairly treated
- c. Serves as a liaison between the National International Student Concerns Committee and the Regional Board and its members

Regional Director of Legislative Concerns

- a. Monitors pending federal, regional, and state legislation
- b. Recommends advocacy efforts, issue policy statements, provide analysis, issue calls to action when needed
- c. Supports the legislative mission of the Association
- d. Assists in the development of its Legislative Platform each year at the National Membership
- e. Serves as a liaison between the National Legislative Concerns Committee and the Regional Board and its members

Based on NAGPS By-Laws <http://www.nagps.org/structure/governance/by-laws#a3>