



REGION BOARD VOLUNTEER TIME REQUIREMENT

Division of responsibilities vary by position (refer to Region Bylaws and Policy). This document is intended to provide an estimate of the time required for each position. Items marked with (*) are highly encouraged, but not required/funded.

Office	Functions/Assignments	Frequency /Duration	Duration (Days)	Hours /Year	Trips
Region President	Webinars - Region Presidents	Annually		1	
	Debrief from Prior Region President	Biennially		2	
	Planning Meeting with Vice President	July	1	4	1
	Prepare Reports as Required	5 Events		10	
	Summer Virtual Board Meeting (Event 1)	August		2	
	National Convention / Caucus (Event 2)	September	2	16	1
	Fall Board / Annual Meeting (Event 3)	November	1	8	1
	Winter Virtual Board Meeting (Event 4)	February		2	
	Spring Board Mtg / Conference (Event 5)	May	2	12	1
	Chapter Visitations	Sep-May	8	32	8
	Interface with Region Vice President	Various		6	
	Interface with Region Treasurer	Various		6	
	Interface with Region Secretary	Various		6	
	Interface with Region Committee Chairs	Monthly		12	
	Interface with Chapter Presidents	Quarterly		12	
	Interface with Other Region Presidents	Annually		4	
	Interface with Institute Director	Various		6	
	Recommend Award Recipients	Various		2	
	Debrief Next Region President	Biennially		2	
		Total		14	145
Region Vice President	Webinars - Region Vice Presidents	Annually		1	
	Debrief from Prior Region VP	Biennially		2	
	Planning Meeting with President	July	1	4	1
	Prepare Reports as Required	4 Events		8	
	Summer Virtual Board Meeting (Event 1)	August		2	
	National Convention / Caucus *	September	2	16	1
	Fall Board / Annual Meeting (Event 2)	November	1	8	1
	Winter Virtual Board Meeting (Event 3)	February		2	
	Spring Board Mtg / Conference (Event 4)	May	2	12	1
	Chapter Visitations	Sep-May	7	28	7
	Interface with Region President	Various		6	
	Interface with Region Board Liaisons	Monthly		12	
	Interface with Committee Chairs	Various		12	
	Interface with Chapter Presidents	Various		6	
	Assist Region President as needed	Various		6	
	Debrief Next Region VP	Biennially		2	
		Total		13	127



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Region Secretary	Webinars - Region Secretaries	Annually		1	
	Training from Prior Region Secretary	Biennially	1	4	1
	Update Template/Forms for new FY	July		4	
	Meeting Announcements	Various		6	
	Meeting Agendas/Minutes/Reports	Various		24	
	Summer Virtual Board Meeting (Event 1)	August		2	
	National Convention / Caucus *	September	2	16	1
	Fall Board / Annual Meeting (Event 2)	November	1	5	1
	Winter Virtual Board Meeting (Event 3)	February		1	
	Spring Board Mtg / Conference (Event 4)	May	1	5	1
	Chair Nominating Committee	Sep-May		8	
	Interface with Region President	Various		12	
	Interface with Chapter Secretaries	Various		6	
	Train Next Region Secretary	Biennially	1	4	1
Total			5	98	4
Region Treasurer	Webinars - Region Treasurers	Annually		1	
	Training from Prior Region Treasurer	Biennially	1	4	1
	Signature Cards for New Region Officers	July	1	4	1
	Prepare Annual Budget	Sep-Nov		6	
	Prepare Reports as Required	5 Events		12	
	Process Expense Reimbursements	Various		2	
	Summer Virtual Board Meeting (Event 1)	August		1	
	National Convention / Caucus *	September	2	16	1
	Fall Board / Annual Meeting (Event 2)	November	1	5	1
	Winter Virtual Board Meeting (Event 3)	February		1	
	Spring Board Mtg / Conference (Event 4)	May	1	5	1
	Meet with Region Audit Task Team	June-Nov	1	2	1
	Interface with Region President	Various		6	
	Interface with Region Finance Committee	Various		6	
	Interface with Accountant	Various		2	
	Interface with Chapter Treasurers	Various		6	
Train Next Region Treasurer	Biennially	1	4	1	
Total			8	83	7



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Office	Functions/Assignments	Frequency /Duration	Duration (Days)	Hours /Year	Trips
Region Committee Chair	Webinars - Committee Chairs	Annually		2	
	Debrief from Prior Committee Chair	Biennially		2	
	Committee Planning Meeting	August	1	4	1
	Prepare Reports as Required	2 Events		4	
	Summer Virtual Board Meeting (Event 1)	August		1	
	Annual Meeting *	November	1	4	1
	Winter Virtual Board Meeting (Event 2)	February		1	
	Conference *	May	1	4	1
	Interface with Region Board Liaison	Various		6	
	Interface with Chapter Committee Chairs	Various		18	
	Debrief Next Committee Chair	Biennially		2	
	Total		3	48	3
Region Director for Chapter	Online Orientation - Region Directors	Annually		2	
	Debrief from Prior Region Director	Biennially	1	2	1
	Prepare Reports as Required	2 Events		12	
	Summer Virtual Board Meeting	August		1	
	Annual Meeting	November		1	
	Fall Board Meeting (Event 1) *	November	1	4	1
	Winter Virtual Board Meeting	February		1	
	Spring Board Mtg / Conference (Event 2)	May	1	4	1
	Interface with Chapter President	Various		6	
	Debrief Next Region Director		1	2	1
		Total		4	35
Region Director / Institute Director At-Large	Board Orientation Webinars			8	
	Board Meetings		6	36	3
	Board Webinar Meetings			15	
	National Convention *		5	25	1
	Region Conferences/Committee/Task Team Liaison		8	40	2
	General Liaison Activities		2	15	1
	Teleconferences			18	
	Reading Materials/Prep for meetings			50	
	Liaison to Regions			20	
		Total		21	227