

TIFA Regional Director Job Description

Purpose:

The TIFA Regional Director is responsible for the overall guidance of the TIFA Region. The Regional Director must possess excellent time management skills; the ability to communicate ideas and expectations in a clear manner to a diverse assembly of members; and the ability to delegate duties for increased efficiency. The Regional Director must be motivational and progressive with actions and commitments and is responsible for understanding and appreciating organizational and regional policies and expectations. The Regional Director is responsible to the Executive Director, the Board of Directors, and the appropriate regional membership.

Time Requirements:

The time requirements of this position are estimated at 4-6 hours per month to address state responsibilities and 10-12 hours per month to address regional responsibilities.

Meeting Requirements:

The Regional Director must also be able to attend the following meetings:

- State Requirements -
 - two calls per month with Executive Director
 - one state-wide chapter chair meeting.
- Regional Requirements -
 - minimum of one meeting (in person or through skype) every six months with each chapter in the region – *the Chapter Chair Retreat may count as one*
 - one conference call/phone call with the appropriate chapter chair per month

Reporting:

The Regional Director will report directly to the Executive Director.

Responsibilities:

- Guide the overall direction of the appropriate region
- Provide organizational direction and oversight for new and existing regional chapters
- Assist in speaker and educational arrangements for the regional chapters
- Oversee event planning for the region
- Ensures completion of the electronic monthly summary reports of chapter performances (i.e. speakers, attendance, notes) in the region
- Submit one chapter article quarterly for quarterly newsletter (approx. 300 words)
- Conduct a regional, self-evaluation once each calendar year
- Serve as an active participant in state and regional meetings
- Volunteer for and accept assignments and responsibilities at the state level
- Assist with the fundraising efforts for the state organization, and coordinate workshop/fundraising efforts at the regional level (membership drives, t-shirt sales, etc)
- Assist with TIFA program/project development and support (i.e. storybook project, county jail projects, clothing drives, fan drives, etc)

Responsibility Timeline:

- Completes all chapter evaluations by Dec 1st.
- Summarizes chapter evaluations and submits regional self-evaluation report by Dec 15th documenting strengths and weaknesses of the region and recommended improvement
- Submit newsletter article 3 weeks prior to newsletter publication date of the end of the months of Jan, April, July, and Oct.