

## 304 DUTIES OF OFFICERS

### REGIONAL DIRECTOR - GENERAL DUTIES

The general duties of International, Area, and Regional officers are outlined in the respective Constitutions. In more detail, the duties of a Regional Director are outlined in the **Regional Director's Manual** produced by Y's Men International Secretary General's office in 1977. Briefly, this manual discusses the following:

1. Learning about Y's Men generally; about the Region; about the YMCA; about the RD's role.
2. Team Building.
3. Goal Setting.
4. Planning: Extension; Membership; Conservation.
5. Implementing: Train your team; communicate; monitor progress; report to others.

The RD's Manual outlines responsibilities specifically for the RD and other Regional Officers and District Governors.

### REGIONAL DIRECTOR - SPECIFIC DUTIES

- \* Acts as the chief administrative officer of the Region, and as such reports to the Area President.
- \* Develops and plans the program for the Region at the beginning of the term of office, taking into account International and Area goals as well as those established for the Maritimes Region.
- \* Sets the date, agenda, and program of meetings for the Regional Council.
- \* Presides as chairman of all official business sessions of the Regional Council and the Regional Convention.
- \* Is primarily responsible for Regional Conventions, Regional Council Meetings, and Training Courses for Regional and District Officers.

- \* Appoints a Regional Convention committee to work with the Host Club Convention Committee.
- \* Invites the International representative to the Regional Convention.
- \* Selects certain Regional award winners and participates in the selection of others.
- \* Provides direction, guidance, and assistance to the DGs in the conduct of association affairs in their respective districts.
- \* Provides direction, guidance and assistance to the Regional Director Elect as required.
- \* Notifies the winner(s) of the Henry Grimes Memorial Award of their eligibility to attend the North Atlantic Regional Convention, as representatives of the Maritimes Region and that there is a specified amount in the Regional Budget to assist in their expenses. If the Award winner(s) does not wish to attend, the RD may select another delegate (which could include himself) to attend and the above mentioned budget money would be available to that representative.
- \* Be aware that funding is available in the Regional Budget for the attendance of the Regional Director Elect to the Central Canadian Convention and ensure that the RDE is made aware of his eligibility to attend.

