

PASC REGION DIRECTOR JOB DESCRIPTION

Election/selection determined by Regional Board

Honorarium determined by Regional Board

- Attend and actively participate in all state Executive Board meetings.
- Be engaged with PASC activities and remain informed by asking questions and requesting information.
- Be alert to the ideas, needs, and problems of the association. Introduce new ideas for projects at the state board meetings.
- Create a Region Board which shall be composed of no fewer than three schools in that region and consist of students and adults and the Region Rep. or any other state board members.
- Adhere to the PASC Region Constitution, and conduct a review of the Constitution with the Region Board at least once during the Region Director's three-year term. All updated constitutions should be on record with AED.
- Prepare a budget to be approved by the Region Board and a financial statement to be presented annually. A copy of the budget and a financial report is to be submitted to the PASC Treasurer as requested.
- Ensure the financial stability of the Region.
- Create a scholarship process with Region Board and offer opportunities to students and advisors.
- Be the official representative and spokesperson of PASC in their Region. Promote the mission and purpose of PASC and present a positive PASC image in all related activities and communicate all related activities to member schools.
- Represent the association at state, regional, and national student council events when feasible.
- Communicate all significant region news and concerns to the PASC Executive Board.
- Involve students in all decision making of the PASC region.
- Coordinate a minimum of one region conference per year and that site is to be selected during the previous school year. This conference is to reflect the needs of the different levels of the individual schools represented -- senior, middle/junior high. Assist in a meaningful program for advisors at the region conference. Prepare an agenda and conduct a meeting for all region business (caucus). Require a financial report from the host school, based on guidelines listed in constitution. Assist host school in preparing and executing the conference.
- Provide as many students and adults as possible with as many opportunities as possible to participate on the Regional Board and in PASC events on a Regional level.
- Post and update information on the PASC Region Website and any section of the PASC website as needed. Monitor all social media accounts for their region.
- Communicate with member schools and individuals via phone, email, social media, etc.
- Serve on committees of the PASC Executive Board at the discretion of the ED and the Executive Board committee selection process.

- Recruit new member schools from their Region to PASC
- Focus on networking with new advisers and provide adviser training at region events
- Ensure that their region has a region representative. Advertise and fill vacancies as needed.
- Oversee the Region Representative from their region and work as a team
- Serve as a resource to Student Council advisors and school administrators from their region. Advise region committee schools on matters of procedure and standard operating processes
- Ensure their Region is a strong, active participant in PASC programs.
- Send out mailings to students/principals/superintendents thanking students/schools for attending PASC events (camps, conferences, Summit,...) participation on Regional boards, or recognition (AOTY, POTY,...).
- Work with Region Board and decide on a process for selection of Regional representative to be selected at the Region Conference.
- The Regional Representative and the Region Director(s) will be responsible for conducting the regional caucus at the state conference. The agenda for the state regional caucus should be provided by the PASC Executive Director prior to the state conference, and the region director will add region business on the agenda. The Region Director should inform the advisors and students at the region level of the responsibilities, accomplishments, and goals of the PASC Executive Board.
- As a voting member of the PASC Executive Board, take responsibility for participating in making decisions about issues, policies, expenditure of funds, and other PASC matters.
- Act in the best interests of PASC and excuse themselves from discussions and votes where they have a conflict of interest.
- Work in good faith with other board members as partners in achievement of our goals.
- Self-evaluate and reflect on leadership and vision each year, and set annual goals for themselves on an annual basis.

Reviewed and Revised July, 2017