

International Institute of Municipal Clerks

Policy Manual

Department: Board of Directors Subject: Region Directors Responsibilities Policy #: B-10	Approvals Staff: Executive Committee: Board of Directors: October, 1994
--	--

Purpose: To establish the duties and responsibilities of Region Directors.

Scope: Region Directors

Policy

The duties and responsibilities of the Region Directors are as follows:

1. Develop and implement a communication plan on IIMC activities and programs to:
 - a) IIMC members in the Director's respective Region.
 - b) Officers and Board of Directors of State/Provincial Clerk Association in Region.
 - c) Municipal Clerks Institutes and allied educational institutions, State/Provincial, municipal leagues, and related organizations and associations.
 - d) Prepare quarterly communications for the President on activities within their respective Regions and provide details on how Directors are promoting IIMC and MCEF.
2. Write letters of welcome to new IIMC members within Region.
3. Send congratulatory letters to new CMC and Academy members within Region.
4. In cooperation with State/Provincial membership chairman, encourage and support IIMC membership campaigns, enrollment at municipal clerks institutes and academies, and attendance at IIMC Annual Conference.
5. Strengthen and encourage positive programs which will result in stronger professional image and knowledge of the office of municipal clerks; which may include but not necessarily be limited to:

- a. Co-chairing regional meetings of State/Provincial Associations.
 - b. Co-chairing regional dinners and/or similar activities at IIMC Annual Conferences.
 - c. Attending State/Provincial Annual meetings and reporting back to the Board and Headquarters on Region or State/Provincial activities, concerns and/or recommendations.
 - d. Developing regional newsletter or other media vehicle to disseminate information on IIMC.
 - e. Where applicable encourage and coordinate appropriate IIMC programs and projects on a regional basis (e.g. Municipal Clerk's Week).
 - f. Encourage the State/Provincial Associations to meet on a Regional basis.
6. Develop and maintain a direct and regular communication with State/Provincial Presidents within region.
 7. As requested by the IIMC President, search out and recommend active and supportive IIMC members for committee assignments.
 8. As requested by the IIMC President, search out and recommend potential Board of Directors candidates.
 9. Attend at least three IIMC Board of Directors' meetings a year (the Mid-Year Meeting and the meetings at the beginning and end of the Annual Conference) and the IIMC Annual Conference.
 10. Be willing to undertake special requirements and projects that may be requested by the IIMC President and/or the Board of Directors.
 11. Serve as the Board liaison to one or more of the standing and ad hoc committees of IIMC and:
 - a. Act as liaison between the Committee and the Board.
 - b. Monitor the activities of the Committee and if required, advise the Chair of any concerns.
 - c. Keep the President, Executive Committee and Board of Directors apprised of the Committee's activities and progress and recommend any action if necessary.