

## **Regional Leadership Chairperson shall:**

1. Develop and coordinate all regional leadership programs in conjunction with the Regional Programs Chairperson.
2. Promote ongoing leadership development training and initiatives within the region.
3. Coordinate dissemination of leadership resources to the general membership.
4. Create and develop a chapter leadership curriculum to include periodic training and sample transitioning/succession materials.
5. Create and develop regional leadership activities to include periodic
6. Assist with planning the logistics for the Regional Transitioning Meeting with the Chair Emeritus and Regional Advisors.
7. Create and oversee programmatic logistics of the Leadership Conference agenda with the approval of the Programs Chairperson and Vice-Chairperson.
8. Correspond with the World Headquarters and designated Conference Site Planners.
9. Create a registration packet to include but not limited to a welcome letter, all conference fees, directions, events, and forms.
10. Manage conference logistics with assistance from the Regional Finance Zone.
11. Provide periodic updates related to upcoming conference to REB and regional membership.
12. Ensure conference expenditures are kept within their respective budgets.
13. Coordinate evaluation and assessment of regional conference.
14. Prepare and submit a conference report consisting of all business and monetary transactions no later than thirty (30) days following the said regional conference.
15. Serve as a member of the National Leadership Institute Planning Committee.
16. Serve as Speakers & Workshops Coordinator for Fall Regional Conference.
17. Create and send out Request for Proposals (RFP) for next year's RLC site.