



Regional Coordinators Duties and Responsibilities

Regional Coordinators Responsibilities

Regional Coordinators shall be responsible for coordinating local Chapter's activities, in the regions of their assignments and ambitions of the NAA. Additionally, these officers shall have the responsibility to call, coordinate and preside at a workshop meeting of the alumni in their regions at least once a year to discuss and generate ideas and responsibilities for the advancement of the University and the NAA. These officers shall submit these recommendations to the NAA for its consideration at the annual plenary meeting at the University in May.

Duties

1. Regional Coordinators will be a member of the NAA Executive Council.
2. Regional Coordinators will attend all NAA Executive Council Meetings.
3. Regional Coordinators will Contact all Chapter Presidents in their regions and schedule a meeting to introduce themselves and discuss chapter yearly events and fundraisers.
4. Regional Coordinators will assist Chapters when needed to increase membership, conduct fundraisers and with questions concerning chapter business.
5. Regional Coordinators will assist NAA Officers in retrieving documents and information from chapters at the request of NAA.
6. Regional Coordinators will monitor the fundraising activities of the Chapters and submission of Tax forms, Chapter Yearly Fundraising calendars, Chapter Event Forms, Chapter membership rosters, and new Officers after elections rosters and submit them to the Vice President of NAA each year.
7. Regional Coordinators will conduct a meeting at least once a year with Chapter Presidents in their region to discuss and generate ideas and recommendations to present at the May annual meeting of NAA.
8. Regional Coordinators will seek to initiate and guide the forming of new Chapters in their region.
9. Regional Coordinators will be a financial member of the NAA.
10. Any other duties as assigned by the President.