

Role:	Regional Manager (RM)	Category:	Elected Volunteer
Number of Positions:	1 per region	Travel Required:	Yes
Term:	2 years	Term Limits:	3 Consecutive Terms
Eligibility Requirements:	Member in good standing for at least two years One year serving on a committee or as State/Area Coordinator Participated in at least two deployments Assisted in at least one certification workshop Resident of the region which the member will manage		
Openings:	Reference for current RMs and terms: www.hopeacr.org , click "Contact"		
Reporting Structure			
Reports to HOPE President	Manages State/Area Coordinators and activities of members in the region from which elected.		
ROLE AND RESPONSIBILITIES			
I. GENERAL PROVISIONS			
A. The Regional Manager is responsible for the day-to-day operations of the region. B. Dependent upon the size of the region and the activities thereof, the RM may delegate tasks and responsibilities to State/Area Coordinators, Recruitment Coordinators, Financial Coordinators, and/or members of the region, but maintains accountability for all functions in the region. C. Number of Positions <ol style="list-style-type: none"> 1. One per Region 2. The position may be shared D. Term of Office <ol style="list-style-type: none"> 1. All terms of office will be two years unless otherwise specified E. Term Limits <ol style="list-style-type: none"> 1. A Regional Manager may not serve more than three consecutive two-year terms. 2. Once a Regional Manager has served three consecutive terms, the Regional Manager must wait a minimum of one year before once again running for election. 3. Notwithstanding the expiration of his or her term, a Regional Manager may continue to serve in office until his or her successor will have been duly elected or until he or she has resigned or been removed from office. F. Voting <ol style="list-style-type: none"> 1. If the Regional Manager position is shared, only one co-manager may cast a vote on behalf of the Region. 			

<p>II. AREAS OF RESPONSIBILITY:</p> <p>A. Financial activity and budgeting</p> <ol style="list-style-type: none"> 1. Reviews financial reports quarterly 2. Deposits donations and incoming payments 3. Coordinates travel reimbursements for members <p>B. Recruitment, including screening processes and workshops</p> <ol style="list-style-type: none"> 1. Planning of the recruitment cycle each year, including dates, locations, and personnel for open houses, screenings, and workshops 2. Participation in each step of the recruitment cycle. This includes initiating background check processing, review of applications, coordination of all elements required for screenings and workshops 3. Processing of all certification elements for new members <p>C. Coordination of events, drills, and deployments</p> <ol style="list-style-type: none"> 1. Manages incoming requests/opportunities for outreach and involvement of HOPE teams in crisis or disaster 2. Communicates to members opportunities to support HOPE's mission 3. Manages the logistics of events, drills, and deployments <p>D. Renewal preparations and processes</p> <ol style="list-style-type: none"> 1. Educates members about continuing education, renewal processes, and timelines 2. Reviews renewal applications, including continuing education and activity requirements, payment, and veterinary health forms 3. Processes certification letters and/or non-renewal notices <p>E. Participation in the Education & Training Committee</p> <ol style="list-style-type: none"> 1. Attends quarterly phone meetings and accompanying project work 2. Adheres to the latest forms, methods, and procedures <p>F. Participation in quarterly Regional Manager meetings/phone calls</p> <p>G. Representation/reporting of regional activities and coordination with the Board of Directors on organizational goals and processes</p> <ol style="list-style-type: none"> 1. Maintains an updated regional membership list of current members, members on a leave of absence, retirements, and terminations 2. Sends updated regional membership lists to the master roster manager after workshops and renewals for publication on the website consistent with Oregon Law 3. Submits minor changes to the membership list, e.g. member's contact information, to the roster manager via email communication <p>H. Serves as a liaison between the Board of Directors, State/Area Coordinators, and members of the region.</p>			
Reviewed By:	Regional Managers	Date:	08/06/2020
Approved By:	Board of Directors	Date:	08/23/2020
Last Updated By:	Nicholas Meier	Date/Time:	8/24/2020 2:37 PM