

Role description - regional chair

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The Regional Deputy Chair is the central point of contact for all Regional Council operations. Responsible for effective communications between the Council and HBA Operating Board and HBA Central, partners with the Volunteer Experience President on the nomination and appointment process for all Regional Council leadership roles, and ensures effective integration of new components into the regional operations.

Position Overview

- Appointed per HBA governance policies by the HBA Operating Board et al. for a two-year term.
- Highly visible, senior leadership role offering significant exposure and networking opportunities in the local geography and across the global HBA organization.
- Reports to the Regional Council Chair
- Responsible for Regional Council operations and central point of contact for all Regional Presidents

Key Responsibilities

- Work in collaboration with the Regional Council Chair and Council members to advance the mission of the HBA in the geography, including HBA brand awareness, member engagement, and company/business participation, and to align regional plans with association strategic goals
 - Ultimately responsible for tracking, understanding, and reporting on the performance and results of the region to the association
 - Operations: Oversees preparation, execution, and manages follow-ups of Regional Council meetings
 - Governance: Ensures Regional Council compliance with association governance requirements
 - On-boarding: Supports creation of materials and delivery of Regional Council COE and Chapter President onboarding
 - Performance reporting: Provide monthly board reports to Operating Board, support Regional Chair with performance presentations to the Operating Board as needed
 - Oversees effective integration of new Affiliates/Chapters into regional business unit operations
 - Works with Engagement COE President on Regional Council to implement Regional Council appointments following HBA governance policy.
 - Coordinates with HBA Staff to maintain Regional Council contact access privileges to ensure effective communications
 - Mentors, coaches, and supports regional leaders in their leadership roles and professional development
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