



## International Region Secretary Position Description

**Overview:** Region Officers provide general oversight and strategic leadership for their region and the chapters within that region. Region Officers coach and mentor chapter leaders and work closely with International committee chairs, to ensure that the goals of the association and the needs of the chapters and members are met, along with providing two-way communication to and from chapter leaders and members. They also partner with headquarters staff on regular activities and special projects as needed.

**Role:** The Region Secretary prepares minutes for all meetings of the region including spring and fall forums and the region caucus held at the Annual International Conference. The Region Secretary also provides notice of all meetings of the Region required by the Bylaws and performs other duties as may be delegated by the Region Chair or Region Vice Chair, or as may be ordinarily required of the Secretary of a Region. In some cases they may also serve as Treasurer for the Region and assist the Region Chair in the preparation of a Region budget. They may collaborate with internal and external partners for the good of the organization and act as the face of the association through speaking engagements and participation in venues that will enhance the recognition of the association and the right of way profession.

**Qualifications:** Region Secretaries must be a member in good standing of a chapter or chapters of the Association. Membership shall be for a period of not less than three years immediately preceding the annual election of such officers; and must either (1) have served for a minimum of one year as an elected officer of a chapter of the Association, or (2) have served a minimum of one year as chair or vice chair of one of the international committees or communities of practice of the Association. Region Secretaries should hold an active SR/WA designation. International Region Secretaries are eligible for up to two consecutive one-year terms. Region Secretaries shall not serve in any other elected position within the Association during their term.

**Competencies:** The Region Secretary should demonstrate the following core competencies:

- **External Awareness:** Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment. Capitalizes on opportunities and manages risks.
- **Entrepreneurship:** Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.