

Positions required in the Region R Operations Manual

1. Chief of Operations (Deputy Regional Chair)
 - a. Assist the Region Chair with performing the administrative functions of the region
 - b. Take the place of the Region Chair in their absence
 - c. Serve as a resource for chapters, section chairs, and alumni volunteers
 - d. Perform all other duties as assigned by the Region Chair
2. Finance Coordinator
 - a. Perform all duties as outlined in the Region R Operations Manual which include
 - i. Oversee the Region Finance Committee
 - ii. Review the regional financial policies with the committee as needed
 - iii. Work with the Region Chair to establish a region budget
 1. This needs to be submitted to students 60 days before a region business meeting where the budget is on the agenda
 - iv. Report on the Region Finances at each region business meeting
 - b. Advise chapters on proper accounting procedures and record keeping
 - c. Act as an advisor and budget reviewer for the Regional Conference
3. Extension Coordinator
 - a. Be up-to-date on all APO policies and procedures in regard to Extension
 - b. Serve on the National Extension Committee
 - c. As interest forms are received, work with the Region Chair to determine if the effort is worth pursuing
 - i. If we decide to pursue the effort, make initial contact with the student/staff member who submitted the form
 - d. Advise potential groups until they are given an extension coach
 - e. Work with the Region Chair to identify a potential extension coach for new efforts
 - f. Verify all extension coaches have finished the necessary training provided by the national extension committee
 - g. Act as a resource for interest groups and petitioning groups in their efforts to become active chapters

Functional Positions

1. Region Information Officer
 - a. Serve as a resource for chapters, section chairs, and alumni volunteers
 - b. Keep track of all things related to the officer portal (reports getting in, fees paid and pledges reported).
 - c. Be aware of all Alpha Phi Omega resources.
 - d. Perform all other duties as assigned by the Region Chair
2. Secretary
 - a. Take minutes at region business meetings, region staff meetings, and any other meetings requested by the Region Chair
3. Awards & Recognition Coordinator

- a. Promote national awards and provide guidance to chapters in filling out the forms
 - b. Promote regional awards and collect nominations in accordance with the Region R Operations Manual
 - c. Oversee the Regional Awards Committee in accordance with the Region R Operations Manual
 - d. Work with the Region chair in presenting Regional Awards at National Convention and Area conference
 - e. Provide the Historian and Webmaster with any regional recognition or awards received
4. Webmaster
- a. Maintain a website that informs the public about the Region and allows chapters/alumni to use it as a resource
 - b. Edit/update the website as requested by appropriate staff members or chapters, reviewing/editing content as necessary
 - c. Advise chapter in making improvements in their websites
 - d. Be at least one of the people with administrator/owner access to all online/computer resources (google drive, facebook, instagram, etc)
 - e. Work with sectional webmasters on joint resources
5. Communications & Media Coordinator
- a. Be well versed in Public Relations and Social Media advertising
 - b. Have an understanding of the goals of National and Regional branding
 - c. Maintain an active presence on the Region R Facebook Page, Group, and Instagram
 - d. Have admin privileges to the Region R facebook page, Region R facebook group and each section group
 - e. Share information from the national office across the various social media groups in a timely manner
 - f. Submit articles to the Torch & Trefoil, other national newsletters and community papers
 - g. Encourage Chapters to submit articles to the Torch & Trefoil, other national newsletters, local media and on social media outlets and to promote the chapter and its activities
 - h. Create a yearly Newsletter with updates on the past year including
 - i. Conclave
 - ii. National Convention or Area Conference
 - iii. Any section LD Day
 - iv. Any chapter highlights that are submitted by chapter presidents
 - v. Award recognitions at the Regional or National levels
 That will be posted to the Region website and social media pages
6. Historian
- a. Keep an accurate list of Conclave and Area Conference hosts and themes
 - b. Keep an accurate list of all Region R and Section R1, R2, and R3 DSK recipients
 - c. Keep an accurate list of recipients of all Region R awards presented at National Convention or Area conferences
 - d. Attend, or arrange for someone else to attend, all region and section events
 - i. Takes pictures at region and section events and add to Region website

- e. Work with the Communications & Media Coordinator to create a yearly Newsletter
 - f. Encourage chapters to give copies of major happenings for addition to region history
 - g. Act as a resource for chapters' historians.
 - h. Promote participation by the region's chapters in the Josiah Frank National Historian's Award
 - i. Maintain the region's history using the region website and the region google drive
7. Quartermaster
- a. To possess, guard, and maintain all region property and to ensure that all items and materials are in sufficient stock and are present at the appropriate region meetings, projects and events.
 - b. To be the contact person who will place all orders and maintain the proper inventory for all merchandise. This person shall be responsible for maintaining inventory, distributing goods, re-ordering merchandise and maintaining adequate supplies on hand for region meetings, projects and events.
8. Conference Advisor
- a. Be well-versed in issues related to National, Regional, and Sectional Conferences
 - b. Help promote Sectional, Regional and National Conferences
 - c. Assist with planning and developing of all conferences within the region.
 - d. Keep track of conference evaluations within the region
9. Bylaws Review Coordinator
- a. Serve as an expert in parliamentary procedure for the region.
 - b. Responsible for coordinating the review of all bylaws and policies within the region.

Program Coordinators

1. Leadership Development Coordinator
- a. Be well versed on national workshops and seminars including but not limited to APO LEADS
 - b. Promote the the use of APO LEADS and other webinars and guides by all chapters in the region
 - c. Be aware of the current schedule of workshops being offered
 - d. Advise about the planning of other training sessions and leadership workshops as needed
 - e. Keep an updated list of trainers and presenters in region
 - f. Actively look for alumni who are willing to present APO LEADS and help schedule training for them
 - g. Serve on the National Leadership Development Committee as needed
2. Membership Coordinator
- a. Be up-to-date on all APO policies and procedure in regard to membership
 - b. Advise chapter on how to improve their pledging and retention efforts
 - c. Act as a resource for chapters in helping them with their pledge programs and retaining their membership
 - d. Promote attendance at Membership Academy/University by all chapters within the region

- e. Work with chapters to meet their November 15 and April 15th reporting deadlines for Chapter Re-affirmation and submitting AMDs and Insurance Fees
 - f. Work with chapters in getting them on track for Pledge Program of Excellence and Chapter of Excellence
 - g. Serve on the National Membership Committee as needed
3. Alumni Relations Coordinator
- a. Advise chapter in methods to keep track of alumni
 - b. Coordinate activities within the region with local alumni associations
 - c. Serve as the chair of the Region Alumni Council
 - i. Hold elections before each National Convention to elect the Regional Alumni Voting Delegate.
 - d. Promote the creation of new local alumni associations, where appropriate, and act as a resource to current alumni associations
 - e. Serve on the National Alumni Relations Committee as needed
4. Volunteer Development Coordinator
- a. Identify alumni staffing needs for section and region committees and assist in filling these needs
 - b. Inform volunteer staff of any staff development training and any other alumni focused training available in the area and encourage them to attend
 - c. Help come up with innovative and new ways to train volunteer staff and alumni
 - d. Locate and request presenters for all volunteer staff and alumni focused workshops that are hosted by the region
 - e. Work with the Region Chair to plan a summer alumni volunteer training weekend
 - f. Serve on the National Volunteer Development committee as needed
5. Advisor Development & Engagement Coordinator
- a. Advise chapters about how to recruit and retain their advisors
 - b. Work with chapters to understand what an advisor is and how to best utilize them
 - c. Coach chapters in avoiding the issue of having advisors who are just on paper.
 - d. Keep track of advisors within the region.
 - e. Coordinate all advisor affairs of the region, and promote advisor interaction and interest in the Fraternity's ideals and process.
 - f. Coordinate development, retention, and recognition of advisors within the region.
 - g. Serve on the National Advisor Development & Engagement Committee as needed.
6. Service & Scouting Coordinator
- a. Keep track of service within the region
 - b. Advise chapters on service as needed
 - i. Work with extension efforts in setting up a successful service program
 - ii. Work with chapters in finding new avenues of service when needed
 - c. Be up-to-date on and advisor chapters on planning National Service Week and Spring Youth Service Day events
 - d. Promote chapter's participation in National Service Week and SYSD and ensure chapters turn in required reports
 - e. Advisor host chapters as they plan service for Area Conferences, Conclave, or LD Days

- f. Work with chapters on the best way to promote themselves to community service organizations and be a go between for the chapters
- g. Promote the Youth Service Grant and other programs that encourage service to the youth of our nation
- h. Work to promote interaction between chapters/region and scouts
- i. Promote service projects involving Boy Scouts of America, Girl Scouts of the United States of America and other youth-oriented organizations by all chapters within the region
- j. Assist chapters in finding a Scouting and Youth Services advisor if needed
- k. Work with the Section chairs and Region Chair to plan a sectional service project within each section once per year and an annual Region Wide Service Project
- l. Know who the National Fraternity Youth Service Partners are and promote working with them
- m. Serve on the National Service Committee as needed
- n. Serve on the National Scouting and Youth Services Committee as needed