

## **Role of Region Managers and Assistant Region Managers**

### **Purpose:**

**Each chapter has a Region Manager and Assistant Region Manager who are appointed by the BIVA Board. These knowledgeable directors are available to advise and assist the chapter.”** (page III-1, Chapter Operations Manual)

Region Managers and Assistant Region Managers provide the connection between Chapter Boards and the BIVA Board and between Chapter Boards and the Home Office. The Region Manager is the first contact for Chapter Directors.

### **Definition of Region Manager, Assistant Region Manager**

Region Managers are appointed by the B I Volunteer Advisory (BIVA) Board. They may, but do not have to be a member of the BIVA Board. They must meet the criteria and have the necessary skills to carry out their job. They should be willing to travel and provide training in person and online for chapter volunteers. They should keep their Chapter Directors informed of important information from Home Office and the BIVA Board.

Assistant Region Managers must meet the criteria for the position. They may, but do not have to be a member of the BIVA Board. They should be willing to learn any skills necessary to eventually become a Region Manager. They should be willing to travel and assist the Region Manager in providing training.

### **Criteria to be a Region Manager, Assistant Region Manager**

Experience as a Chapter Director, preferably having served as an officer or chaired a major chapter event.

Member of B I in good standing

### **Skills that a Region Manager should have:**

Know how to use GoToMeeting, GoToWebinar

Know how to use Word, and PowerPoint

Know Interspire

Know where to look for answers or who to ask for help

Ability to speak to a group



## **Duties of a Region Manager, Assistant Region Manager**

Contact each chapter in the region quarterly, this may be by email, phone or in person so that you keep apprised of the chapter's activities.

Do a Region Meeting via webinar for Directors at least quarterly in order to share information from Home Office and BIVA Board

Visit Chapter as needed or at least once every 2 or 3 years

Have a region meeting at least every 2 years

Be the go-between for Chapters and HQ

Provide training and help via GTM as needed

Provide training for Chapter Directors in the skills they need either in person or via GoToMeeting.

Be proficient in the use of GoToMeeting, GoToWebinar and willing to use of GTM license to train and help Chapters without one

Oversee Rechartering

Assist with reorganizing chapters

Region Managers should help the BIVA Board and Home Office develop new materials to help Chapters promote Better Investing.