

PROJECT DIRECTOR FOR REGIONAL CONFERENCES

The Grand Vice President for Collegiate Affairs (GVPCA) shall recognize when there is a need to generate tools and resources to assist host Chapters and Regional Officers in organizing, planning, orchestrating, and administering biennial Regional Conferences. The responsibilities are consuming more time than allows for effective management of the day-to-day duties of the host chapter, Regional, and Grand Officers. The GVPCA should promptly address the issue with the Executive Council (EC) to ask for their support in recruiting candidates for Project Director for Regional Conferences.

Qualifications:

Qualifications to serve as Project Director for Regional Conferences include membership as a collegiate or alumni Brother and good standing within the Fraternity. It is highly recommended that the individual be knowledgeable and experienced in the process of planning and carrying out responsibilities directly related to the organization and execution of Regional Conferences. It is preferable for the candidate to have served as a collegiate Brother at a host Chapter during their tenure in pharmacy school, as a Regional or Grand Officer, or have made commitment to become fluent in the process of Regional Conference planning.

Candidates for the position must submit a written application for Director to the Executive Director and GVPCA for the EC's review.

Appointment/Term:

The Project Director for Regional Conferences will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last two years from appointment until August of the next even (LDS) year following Regional Conferences, when it will be the decision of the current EC to appoint/re-appoint Project Director for Regional Conferences. Appointment will be considered and made only if there is a recognized need for assistance and not merely to fill the position.

Duties/Expectations:

The Project Director for Regional Conferences shall utilize his/her expertise to create tools and resources that address the needs detailed by the GVPCA. The Project Director collaborates with the GVPCA to complete drafts of content (i.e. updates to Regional Conference Planning Manual, etc.), finalize resources, and develop dissemination plans. Some assigned tasks may include:

- Assisting Host Chapters and Regional Officers in navigating the contract process with hotels and vendors, selection of workshop facilitators, committee moderators, and other essential personnel
- Developing educational materials specific to Regional Conference planning and orchestration
- Distributing information to Host Chapters directly related to the execution of Regional Conferences and Workshops
- Gathering and packaging existing tools in a way that facilitates understanding and utilization
- Serving as a liaison and champion for process, policies, and procedures surrounding Regional Conferences and subsequent responsibilities of each Regional Officer and Grand Officers

The Project Director for Regional Conferences shall not make decisions on whether or not to move forward in pursuing a new tool or resource, but rather, bring ideas to the GVPCA for strategic input and a collaborative decision. It is the expectation that the Director serve as the main contact for host Chapters and Regional Officers on issues directly related to Regional Conferences and issues requiring the attention of the Executive Council and/or National Office. The GVPCA shall communicate with the Project Director no less than once monthly. Project Director for Regional Conferences requires a volunteer time commitment of approximately ten hours per month.

Reimbursement:

The Project Director for Regional Conferences will not receive a stipend, but rather, will be reimbursed for expenses that are associated with completing assigned tasks and have been pre-approved by the EC. The largest expense foreseen by this office would be printing costs and other resource-administration expenses.