

AFE REGION VICE PRESIDENT

Responsibilities

The following is a summary of the duties and responsibilities of the Vice President-Region Director (RVP) as outlined in the AFE board of Directors Procedures Guide.

1. The RVP serves on the Chapter Relations Committee and may be assigned to special committees or perform other duties as required by the AFE President.
2. The voting members in a specific region elect the RVP. His/her prime responsibility is to represent that region on the Board of Directors and as a member of the House of Delegates; to support AFE's objectives, plans, programs, and policies; and to provide support for nationally-elected officers in carrying out their duties and responsibilities.
3. Among the specific duties and responsibilities of the RVP are the following:
 - Maintain an active interface with all chapters and individual members within the region
 - Serve as chairman of the regional council and serve on group councils
 - Ensure that all regional activities are conducted in accordance with the policies of AFE and are in the best interests of AFE
 - Strive to increase membership in the Association by establishing new chapters and encouraging the growth of existing chapters. Establish target areas and goals each year and strive to achieve these goals with the help of your Group Directors.
 - Be thoroughly familiar with the current bylaws and all AFE operating policies and procedures
 - Initiate and/or administer formalized programs within the region that both strengthen chapter leadership and develop trained future leaders of AFE. Encourage members to serve as volunteer members of national committees and task forces
 - Ensure that each chapter fulfills its responsibilities (i.e. submitting required reports; implementation of member recruiting and retention programs; election and reporting of chapter officers; preparing and submitting financial reports, etc)
 - Prepare an activity/status report each quarter as requested by the AFE president
 - Conduct Regional Council meetings at least twice a year.
 - Encourage joint chapter meetings, group sponsored seminars and training programs. Attend special activities within the region (i.e. chapter presentations, seminars, anniversaries, etc. as a representative of AFE)
 - Appoint a Regional Membership Chairman and other members to special regional committees or task forces
 - Coordinate and assign the duties of the various Group Directors within the region, advising and assisting them and the chapter officers in the advancement of AFE and the promotion of a professional image for the facilities engineer/manager
 - Submit recommendations to the AFE President for national committee appointments and remind chapters of their privilege to recommend, through the chapter president or the Nominating Committee, candidates for national office
 - Comply with all requirements for reporting of regional funds to AFE Headquarters

4. Although regional organization structures differ from region to region, the RVP is encouraged to organize and / or administer the Regional Council and or host an annual region leadership training session.
 - Council meetings provide members with the necessary opportunities to meet as a group to conduct regional business. During these meetings, members receive updates on the status of each chapter's activities and plans, as well as the status of regional and national activities. Future goals can be determined and general directions established.
5. The RVP is responsible for ensuring that all chapter and regional offices are filled in accordance with the AFE Bylaws and that the names and current mailing addresses of officers are filed with AFE.