

A Day in the Life of the Region 5 Vice-Chair

Saying a day in the life is really an overstatement of the Vice-Chair's responsibilities is probably overkill. The fact is that there is only one thing I generally do daily. I have chosen to break down the responsibilities based on a frequency basis. One thing that is essential to performing the job is access to a computer (or other device), and the Internet in order to read and send email.

Daily: Check for email. There are usually one or two email threads a week about things related to the Region 5 Board. Most are generated by the Secretary or Chair and take just a few minutes to follow and respond to. Serve as liaison between the Board and the Hotel Liaison.

Monthly: Participate in a Board call to discuss any pending issues. These calls usually last about one hour and are scheduled in the evening, usually on a Tuesday currently.

Three times per year: Prior to the three Regional Assemblies (two face-to-face and one virtual):

1. Prepare a Vice-Chair's report describing what you have done or are doing since the last Assembly.
2. Attend the Assembly. If the Chair is unavailable, serve as Chair in leading the Assembly.
3. Assist the Chair as needed.
4. Conduct the roll call at each of the business sessions.
5. Participate in the Convention Committee meeting.

Once per year: At the Spring Assembly, serve as chair of the Outreach Committee of the Whole. As Chair of the Committee, facilitate discussion of the Region's efforts regarding outreach for the coming year and help the representatives set goals that will be worked on by two or more subcommittees chosen by the reps.

As requested, travel to an Intergroup within the Region to lead a workshop on Service, Traditions or Concepts. The Board generally divides the region based on where officers live to determine which officer will travel to the requesting Intergroup, though the Intergroup may request a specific officer. This usually happens once or twice per year.

All expenses related to the Vice-Chair's duties are either paid via a Region 5 debit card or are reimbursed. The Vice-Chair provides receipts for all expenses, whether prepaid or reimbursed.

Please, consider giving this service now or in the future. Remember, together we get better.