

**AMERICAN ACADEMY OF MEDICAL ADMINISTRATORS**  
**Board Policy**

**Policy Name:                    POSITION DESCRIPTION for REGIONAL DIRECTORS**

**Qualifications/Elections:**

- (a) Shall be a voting member in good standing of his/her respective Region;
- (b) Shall be elected by the voting members of that Region;
- (c) Shall serve for two years, or until a successor has been elected, (or appointed in case of vacancy) with even numbered Regions electing in odd numbered years, and odd numbered Regions elected in even numbered years;
- (d) Shall take office on January 1.
- (e) Shall not serve more than two consecutive two-year terms.

**Responsible to:**            The AAMA Vice Chair

**Scope:**

- 1. The Regional Director is the main communication link between the members of the Region and the Board of Directors, and has an obligation to the total membership as well as to the Region served.
- 2. The Regional Director provides leadership and guidance to Chapters and to State/Foreign or Area Directors within the Region.

**Major Responsibilities:**

- 1. Serves as a member of the AAMA Board of Directors, representing the interests of all Academy members and not individual constituencies.
  - May be asked to chair or serve on an Academy committee or task force or fulfill other responsibilities as may be requested by the Board of Directors or its Chairman.
- 2. Develops Academy leaders within the Region:
  - Identifies, cultivates and recruits new members and future leaders of the Academy and the Region.
  - Plans for position succession, including identification and recruitment of future Regional Directors and submission of nominations to the Academy Nominating Committee, by July 15 in alternate years.
- 3. Ensures effective service to AAMA members through a strong Regional structure:
  - Assists in the development of Chapters in the Region, to serve members' interests and to further the Academy's objectives.
  - Recommends establishment of State, Foreign, Metropolitan or Area Chapters, or where necessary, decertification of such Chapters subject to approval of the Board of Directors.

**Academy Bylaws Requirements:** Article V, Sections 3 and 4.

Originally implemented	July 2002
Approved by AAMA Board of Directors	May 13, 2005
Revised and approved by Task Force on Regions	August 4, 2005
Approved by AAMA Board of Directors	November 9, 2005
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