



A.M.A.N.B.
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ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B.
ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.

20, rue Courtney Street, Douglas, N.B. E3G 8A1
TEL: (506) 453-4229 FAX/Télécopieur: (506) 444-5452
E-mail/ Courriel: amanb@nb.aibn.com

REGIONAL DIRECTOR
Position Description

Under the authority delegated through the resolutions and/or consent of the Board of Directors or Executive Committee, Regional Directors shall:

- (a) promote the benefits of AMANB to current and potential membership;
- (b) ensure that the mission, goals and objectives are followed by the Association and its members;
- (c) review agenda and supporting materials prior to meetings of the Board of Directors;
- (d) ensure that regional membership is kept informed of AMANB decisions, initiatives and educational opportunities;
- (e) keep up-to-date on developments in the field of municipal government;
- (f) follow conflict of interest and confidentiality policies;
- (g) recruit new members to the Association and ensure that new members in the Director's region are acquainted with the mission, goals and objectives of the Association and are invited to regional meetings;
- (h) ensure that regional meetings are held at least twice a year in accordance with the Constitution;
- (i) ensure that a written report on the Region's activities is submitted to the Executive Director one month in advance of the Annual General Meeting for inclusion in the AGM package;
- (j) convey suggestions, concerns and recommendations of the region to the Board of Directors or Executive Committee;
- (k) serve as a member of the AGM Planning Committee when their respective region is the host region for the Annual General Meeting;
- (l) promote and attend workshops and conferences hosted by the Association as time permits.