



Regional Director, Board of Directors Roles and Responsibilities

Title	Regional Director, AMCHP Board of Directors
Purpose	Determine policies, procedures and regulations for the conduct of AMCHP; to ensure the necessary resources, both financial and other, for the operation of AMCHP and its programs; monitor organization performance; and to represent the interests and needs of MCH programs in your region.
Term	Three years. May serve two consecutive terms and may be elected for additional terms after a one-year absence from service.
Eligibility	Delegates from the specified region
Meetings	Five AMCHP Board Meetings (3 in person, 2 teleconferences)
Responsible to	Executive Committee

Responsibilities of Board of Directors

- Establish policies for administering the program and services in accordance with AMCHP's mission
- Employ and support the Chief Executive Officer
- Ensure resources to support AMCHP's budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of AMCHP are conducted on a responsible basis in accordance with established policies
- Represent AMCHP at conferences, on national and state advisory groups, before government agencies and with private individuals
- Participate in evaluations/reviews of the Board performance, including bi-annual Board Assessments, and take steps to improve its performance

Specific Responsibilities of Regional Directors

- Serve as liaison to the board for states and territories in specific Public Health Service region
- Coordinate and conduct regular conference calls with states and territories in region, AMCHP and MCHB; conduct follow-up and write minutes
- Identify and share trends, issues and news with the board and AMCHP staff, including emerging "best practices," government policies and opportunities to advance family health
- Participate in activities to share emerging MCH issues and trends impacting states and territories in region as requested by the Board and staff
- Serve as Board Liaison to at least one AMCHP Committee

Expense Support	Travel expenses (except for the meetings held in conjunction with the annual conference) and AMCHP-sponsored conference calls are covered by AMCHP.
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