**Region Director**

*Each region shall have a Region Director who will serve for a two (2) year term, following completion of a one (1) year term as Region Director-Elect.*

*Region Directors are elected in staggered terms as follows:*

Odd years: II, IV At large 2

Even years: I, III At large 1.

*Region Directors are voting members of the Board. Region Director-Elects are non-voting members of the Board.*

*At Large Region Directors have the same responsibilities as the Region Directors. In terms of Chapter activities - they collaborate on Chapter contacts and activities with the Region Director for their area.*

**Responsibilities of the Region Director are as follows:**

1. Takes part in the development and execution of FSNA’s State Plan and Strategic Plan.
2. Serves on the Annual Conference taskforce.
3. Participates on the Nominating Committee.
* Surveys chapters and provides recommendations to President-Elect on appointments to committees and advisory boards.
* Provides recommendations to the Nominating Committee for ballot consideration.
* Calls and emails potential candidates to discuss board service.
1. Organizes and manages the FSFS Take a Chance Auction.
* Participates in planning meetings.
* Helps to secure items for auction.
* Promotes participation in auction.
* At the FSNA Annual Conference, sells tickets and works at auction.
1. Trains the Region Director-Elect by involving him/her in all region activities.
2. Acts as Chapter Liaison to the Board of Directors.
* Expresses the views of chapter affiliates when evaluating or voting on issues.
* Communicates with chapter affiliates on a regular basis.
* Attends at least one chapter meeting or event per year.
* Promotes membership through Chapter outreach, and State Plan and Strategic Plan initiatives.
* Maintains contact with Chapter Presidents. Sends an email or letter of introduction after becoming a Region Director, and supports and promotes chapter affiliate meetings and events.
* Encourage Chapter Presidents to submit Chapter Chatter articles, covering chapter activities to *School Food in Florida*.
1. Attends the FSNA Leadership Training.
* Region Directors may be asked to provide a training or carryout an activity. Travel expenses are covered by FSNA.
1. Attends Board Meetings (2 – 3 online and 2 face-to-face)
* Represents Region in the discussion and decision making/voting process.
* Participates in discussion and decision making process relative to the position they hold in their district/cafeteria.
* Travel expenses are covered by FSNA.
1. Attends FSNA Annual Conference.
* Attends VIP Reception.
* Participates in House of Delegates.
* Region Directors must pay for their own travel to the annual conference or gain district support for their travel.
1. Attends SNA Annual Conference after completing first year of service.
* Represents FSNA at the SNA Delegate Assembly
* Expenses are covered as per the current approved FSNA Travel Policy and the annual budget.

**Chair of Region Directors**

The Region Directors and Region Directors-Elect shall elect a Chair from among the Region Directors who have already served one year in office. The Chair is voted on by the outgoing Region Directors and incoming Region Directors.

**Responsibilities of the Chair of the Region Directors are as follows:**

1. Serves on the Executive Committee
2. Oversees and assists the other Region Directors.
3. Conducts a meeting for Directors and Director-Elects at Board Meetings and FSNA Leadership Training to provide information, discussion, and training.
4. Coordinates FSFS Foundation fundraiser at Annual Conference with Region Directors

**Region Directors’ Calendar**

**August/September**

1. Attends Board Meeting.
2. Works with state office in developing FSFS Take a Chance (TAC) brochure.
3. Assists with soliciting donations for the Take a Chance Auction.
4. Sends congratulatory and introductory letters or makes phone calls to Chapter Presidents.

**October/November**

1. Attends FSNA Annual Conference, including House of Delegates and Board meeting. Region Directors are expected to seek district financial support for attending the FSNA conference as this expense is not covered by FSNA.
2. Assists with all aspects of the TAC Auction at the Annual Conference.
3. Attends Board meetings and Strategic Plan review sessions if they are scheduled.

**January/February**

1. Attends the regular winter online Board Meeting.
2. Surveys the chapter affiliates and recommends qualified members to the President-Elect for appointment to state committees.

**April/May/June**

1. Actively participates on the nominating committee and sends nominations for all state officers, Director-Elects, and Section Chairs to the Chair of the Nominating Committee by April 15.
2. Attends FSNA Leadership Training. Travel expenses covered by FSNA.

**July**

1. Attends SNA Annual National Conference. Regions I, III, and At large Directors attend in even years. Region II, IV, and At Large attend in odd years.

**Region Director-Elects**

The Region Director-Elect serves a one (1) year term and succeeds to the position of Region Director on August 1 of the following year; or in the case of vacancy in that position and serves until the end of the third year after that vacancy occurs. The Responsibilities of the Region Director-Elect are the same as those of the Region Director with the exception of attending the SNA Annual Conference, and the “Elects” do not vote.

**Responsibilities**

1. Studies the duties and responsibilities of the Region Director.
2. Assists the Region Director in promoting membership through Chapter outreach, and State Plan and Strategic Plan initiatives
3. Participates on the Nominating Committee.
4. Calls and emails potential candidates to discuss board service.
5. Attends the FSNA Leadership Training. Travel expenses are covered by FSNA.
6. Attends Board Meetings and participates in various initiatives determined by the Board. Board meeting travel expenses are covered as per the current approved FSNA Travel Policy.
7. Serves on the FSNA Annual Conference Taskforce
* Attends VIP Reception
* Works at the Take a Chance Auction (TAC)
* Participates in House of Delegates
* Region Director-Elects must pay for their own travel to the annual conference or gain district support for their travel.
1. Assists with the FSFS TAC
* Participates in planning meetings.
* Helps to secure items for auction.
* Promotes participation in auction.
* Sell tickets or works auction at FSNA Annual Conference.