

## Regional Deputy Chair

The Regional Deputy Chair is the central point of contact for all Regional Council operations. Responsible for effective communications between the Council and HBA Operating Board and HBA Central, partners with the Engagement Center of Excellence (COE) President on the nomination and appointment process for all Regional Council leadership roles, and ensures effective integration of new Affiliate's and Chapters into the regional operations.

### Position Overview

- Appointed per HBA governance policies by the HBA Operating Board, et al for a two-year term.
- Highly visible, senior leadership role offering significant exposure and networking opportunities in the local geography and across the global HBA organization.
- Reports to the Regional Council Chair
- Responsible for Regional Council operations and central point of contact for all Regional Presidents

### Key Responsibilities

- Work in collaboration with the Regional Council Chair and Council members to advance the mission of the HBA in the geography including HBA brand awareness, member engagement and company/business participation and to align regional plans with association strategic goals
- Ultimately responsible to track, understand and report on the performance and results of the region to the association.
- Operations: Oversees preparation, execution and manages follow ups of Regional Council meetings
- Governance: Ensures Regional Council compliance with association governance requirements
- On-boarding: Supports creation of materials and delivery of Regional Council COE and Chapter President onboarding
- Performance reporting: Provide monthly board reports to Operating Board, supports Regional Chair with performance presentations to Operating Board as needed
- Oversees effective integration of new Affiliates/Chapters into regional business unit operations
- Works with Engagement COE President on Regional Council to implement Regional Council appointments in accordance with HBA governance policy.
- Coordinates with HBA Staff to maintain Regional Council contact data, and access privileges to ensure effective communications
- Mentors, coaches and supports regional leaders in their leadership roles and professional development

**Note:** Deputy Chairs are welcome to identify volunteers to support them in their Council role. They remain ultimately accountable for their responsibilities but are free to identify, train and manage HBA volunteers to support them.

### Key Deliverables

- Strategic plan for region
- Annual business and financial plans for each COE and Chapter
- Monthly COE Board reports
- Year-end regional performance report
- Recommendations for Regional Leaders and COE Directors to Regional Council Nominating Committee

### Critical Skills

- Organizational leadership
- Operational excellence
- Change management
- Interpersonal skills
- Communication and presentation skills
- Financial management

### Value Adding Leadership skills

- Innovation / Creativity
- Problem solving
- Conflict management
- Decision making
- Composure
- Team building