



### **Position Description: Regional Director – West**

**Note:** West Region consists of Washington, Oregon, Montana, Idaho, Wyoming, California, Nevada, Utah, Arizona, New Mexico, Colorado & Alaska.

### **Qualifications:**

1. Has been an active NAAP member in good standing for at least two (2) years prior to nomination.
2. Has actively served at last one (1) year on a NAAP committee or State/International Association Board prior to nomination.
3. Lives/works in a state in the West Region.

### **Specific:**

1. Possess excellent written and verbal communication skills.
2. Possess moderate computer skills and Internet knowledge.
3. Has access to e-mail at home.
4. Possess a working knowledge of Excel spreadsheets.
5. Possess good professional connections through state/national associations, social media & work experience.

### **Function:**

1. Serve as liaison between state associations/representatives in their region and the NAAP Board.
2. Promote NAAP membership and build relationships with members.
3. Gather appropriate information from the region and report back to the NAAP Board.

### **General Duties:**

1. Attend all NAAP Board Meetings including in-person Annual and Mid-Year, teleconferences, appropriate committee meetings, and membership meetings.
2. Submit Annual Report to the Board, as requested.
3. Respond to all mailings and/or e-mails in a timely manner.
4. Vote on all Board requested votes in a timely manner.
5. Annually review, and if necessary, revise Position Description, Policies and Procedures, forms, and lists related to this position.
6. Submit requisitions for reimbursement for this position as appropriate.
7. During open nominations, submit names of possible candidates to the Association Director.

**Specific Duties:**

1. Build relationships with state associations/other professional healthcare/senior living organizations to promote NAAP.
2. Update the Regional contacts as needed. This includes all Activity-related organizations such as State Activity Associations, Leading Age, Health Care Associations etc. Maintain an updated list all relevant names, telephone numbers, email addresses and websites.
3. Work with Board & state associations in developing & promoting Regional Workshops.
4. Develop working knowledge of state-specific activity-related regulations within region.
5. Attend state conferences and workshops within region as appropriate and serve as vendor: represent NAAP, promote membership, answer questions from conference attendees.
6. Monitor surveys trends/citations within region and report to the Board.
7. Submit articles of interest for the eblast quarterly – including survey trends and best practices within the region.
8. Send out regional salary survey on annual basis, collate results and report back to Board.
9. Needs another project/responsibility!

