

Charges for Regional Directors, 2025-2026

1. Shall represent the consensus views of the regional membership to the Board.
2. Shall provide timely information (at least once a quarter) to the regional membership concerning activities of the Board, and/or issues affecting the membership.
3. Shall share executive correspondence within one week of receipt with the local chapters in his/her respective region.
4. Shall survey Chapter Presidents in his/her region to generate responses to issues and questions raised by the Association. This will include soliciting input into the development of NADE's formal position on disability policy, changes in regulations, and Congressional testimony when time permits.
5. If needed, shall assist the Membership Director regarding membership issues.
6. Shall work to increase membership in his/her region.
7. Shall coordinate with CCP Chair to maintain a current list of Chapter Presidents, Past-Presidents, and President-elects for each Chapter in his/her region.
8. Shall assist the Constitution and Bylaws Chair to update Chapter constitutions and bylaws, whenever necessary.
9. Shall send monthly Membership reports to the Chapter Presidents in the regions.
10. Shall submit recommendations for members from their region to serve on national committees to the President within 30 days after the end of the National Conference.
11. Shall submit recommendations for members from their region to serve as national committee chairpersons to the President-Elect at least 3 months prior to the National Conference.
12. Shall ensure that all Chapters within their Region successfully prepare and submit the requisite documents to obtain state incorporation to the appropriate authority (Secretary of State) within their state.
13. Shall identify prospective advertisers and subscribers to the Advocate and forward this information to the Communications Director timely.

14. Shall furnish copies of State Conference agendas in his/her region to the Professional Development Chair and identify materials which could be made available to the other conference planners.
15. Shall obtain dates and locations of State conferences and submit that information to the CCP Chair, the NADE President and President-elect.
16. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General membership meeting.
17. Shall mentor their successor in this role.
18. Shall provide copies of all correspondence to the NADE President and President-Elect
19. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.