

NYDI Regional Director

A. General Job Description

- By nomination of regional passport holders, input of the Affiliate Director and approval of the NYDI Board
- Term: 3 years
- An honorarium may be established
- Run the day to day business of a designated geographic region of NYDI based on the policies, procedures and long range plans that the NYDI board and the regional passport holders have established
- May delegate responsibility
- Performs other duties as assigned by the Affiliate director and regional passport holders
- Represents the NYDI Board through consistent implementation of board policy
- Maintains all records, which are the property of NYDI

B. Specific Duties

- Represent Region to NYDI.
- Disseminate info from NYDI to the Region
- Provide Info/Training to team managers, appraisers,
- Maintain a list of and contact information for all Regional passport holders, public school systems, appraisers, managers, etc.
- Communicate effectively with all regional stakeholder groups, and NYDI via Internet(Web Page), e-mail, listserv, mail, newsletters, telephone
- Develop a budget and merchandising program consistent with the NYDI Board Policies
- Develops a regional Calendar of Events in consultation with NYDI
- Develops an annual budget report
- Handles financial disbursements, transactions
- Solicits and makes recommendations for funding sources

C. Regional Tournament

- Represents NYDI Board for all aspects of the tournament
- Works with Regional Tournament Director to
 - Select an appropriate site

- Order materials necessary to run a tournament (scoring sheets, timers, awards, signage, food..) (Some of which is provided by the Affiliate /Director
- Solicit personnel needed to run a tournament (appraisers, challenge masters, runners, scorers, etc.)
- Provide training for Tournament Director and/or volunteer personnel (appraisers, challenge masters score room officials, Dialog team)
- Disseminate information about all aspects of tournament to stakeholder groups
- May delegate these responsibilities.
- Oversees A Dialog Team
- Will communicate the outcome of any dialogs to the NYDI Affiliate Director

D. Performance Review

- Will set annual goals and objectives with NYDI Board, Affiliate Director and regional passport holders
- Participates in annual performance review with the NYDI Board, Affiliate Director and regional passport holders