



## **JOB DESCRIPTION**

### **OAMR REGION DIRECTOR**

#### **RESPONSIBILITIES**

- A. Attend all Executive Board meetings and OAMR Annual Conference unless previously excused by the President.
- B. Represent OAMR at the Annual Conference as a member of the Executive Board.
- C. Adhere to the OAMR Code of Ethics.
- D. Actively encourage membership in OAMR and IIMC to new regional members.
- E. Encourage members to attend Mid-Year and Annual Academy and Conference.
- F. Contribute information to the newsletter on any regional activity or item relating to the OAMR members in the region.
- G. If interest exists, set up special technical or person enhancement workshops within region, or jointly with other regions, during the Association year.
- H. Coordinate the Region basket for the annual Region Basket Raffle held in conjunction with the annual conference.
- I. Write letters of recommendation for members seeking CMC certification.
- J. Submit reports to the President as directed and prior to Executive Board meetings.
- K. Disseminate information to Region members from the President as requested.

#### **CALENDAR**

##### **Prior to Annual Conference:**

- Encourage members to attend Annual Academy and Conference.
- Solicit items for Region raffle basket.
- Coordinate with Special Projects/Fundraising Committee Region Raffle Subcommittee Chair to provide list of Region raffle basket items.

### **Prior to Mid-Year Academy**

- Encourage members to attend Mid-Year Academy.

### **QUALIFICATIONS**

- A. Must be an active member of OAMR in good standing.
- B. Must have actively participated on an OAMR Committee for two years, within the past four years, prior to taking office.
- C. Must be employed within the OAMR Region elected to represent.
- D. Term of office is for two years.