*Note: The list of local members will be entrusted to the Regional Directors and Branch Teams for use in their duties and* ***should not be used for any other purpose whatsoever, especially not to be given to sponsors or others who are not members of the branch.***

**Role – Regional Director**

**Purpose** - The Regional Director's primary purpose is to maintain the health of the Branches and facilitate the growth of SPiN In their Region.

**Who do they report to** – Executive Director of SPIN

**How much time it will take** – 5-10 hours per month

**Specific duties include:**

* Ensure that all Branch leadership positions are filled
* Communicate SPIN strategic initiatives to Branch Directors and monitor progress of implementation
* Encourage growth of current Branch membership
* Participate in monthly Regional Director conference calls
* Inform national leadership team of program suggestions, ideas and membership needs
* Help revive inactive Branches and establish new branches where membership allows
* Attend SPINCon and annual SPIN leadership meeting
* Participate in monthly leadership/strategic calls
* Work with Branch Directors to research other hospitality industry association activity in current and potential SPIN cities to approach new SPIN members
* Conduct a regular meeting with their Branch Directors, either in person, by conference call or via Skype

**Compensation** – 3 SPiN:Credits for each quarter they serve & free Branch Event registration

**Resources** - The Branch Director should make use of the various files and forms found in the “SPiN Volunteer Data/Branch Resources” folder on Dropbox.

*As member needs evolve, the duties of the Branch Teams may change to keep up with those needs.*