

TEENNOW CALIFORNIA REGIONAL COORDINATOR DUTY STATEMENT

SUMMARY:

Regional Coordinators are responsible for representing their regions on the board of directors, and managing the regional membership. In addition, regional coordinators provide insight, guidance and oversight of the organization. Key responsibilities include, but are not restricted to: 1) Representing TeenNow California with the region and disseminating information regarding TeenNow California activities and other areas of interest, 2) Maintaining lines of communication for regional members, 3) Participating in board meetings and the annual TeenNow California conference, 4) Participating in committee work as appropriate, 5) Providing guidance and insight to direct organization activities, 6) and other duties as agreed upon. In collaboration with the Executive Board and the Executive Director, Regional Coordinators will:

REPRESENT TEENNOW CALIFORNIA AND DISSEMINATE INFORMATION

1. Represent TeenNow California at regional collaborative meetings, networking opportunities, community meetings and other relevant events with youth-serving personnel.
2. Bring and distribute TeenNow California information to above-listed meetings, and make information and materials available to people in their region as needed.
3. Use e-mail, list serves and other forms of information-sharing to distribute TeenNow California materials and items of interest.

MAINTAIN COMMUNICATION WITH MEMBERS

1. Maintain a list of regional members and their addresses, e-mails, and phone numbers.
2. Send out notices to members about upcoming events, information of use, and TeenNow California programs as needed.
3. Be available to take questions and communications from members and serve as the liaison between regional members and TeenNow California.

PARTICIPATE IN BOARD MEETINGS AND CONFERENCE

1. Attend quarterly board meetings as scheduled. Regional Coordinators may not miss any three consecutive meetings. The annual retreat counts as two meetings.
2. Attend the annual TeenNow California conference and help with conference duties as assigned.
3. Participate in meetings by sharing ideas and suggestions for TeenNow California priorities.
4. Provide a quarterly report (in writing and at the meeting) to the board on events, activities, issues and needs of regional members at each board meeting, plus as needed.

PARTICIPATE IN COMMITTEE WORK

1. Participate actively in at least one committee each year (if possible, two). Maintain communication with committee members, report back to the Board at Large, and complete all committee tasks assigned in a timely manner. Committee work is voluntary.

PROVIDE GUIDANCE AND INSIGHT

1. Share information and expertise with the Board and with TeenNow California members.
2. Provide oversight of the organization to include ensuring that the organization is well-run and that fiscal issues are in order.

MAKE AN ANNUAL FINANCIAL COMMITMENT TO TEENNOW CALIFORNIA.

1. Support TeenNow California through personal donations.
2. Assist TeenNow California with fund development, by soliciting individual contributions, approaching foundations, or introducing contacts.

ENSURE THE FULFILLMENT OF THE DUTIES OF YOUR POSITION

1. Agree to serve a three-year term as a regional coordinator.
2. Agree that if, for any reason, you can not fulfill your duties as regional coordinator, you will find a suitable and willing replacement. Finding a replacement means identifying a new coordinator, nominating them to the board, ensuring collection of a board application, and following the nomination through to approval.
3. Transfer all TeenNow California materials to the new coordinator.
4. If unable to perform your duties temporarily, find a temporary replacement to assist you.

QUALIFICATIONS:

Willingness and ability to attend meeting and complete responsibilities. Level of knowledge within the field of teen parenting and/or pregnancy prevention.

I have read and understand my responsibilities as Regional Coordinator. During my term, I will uphold my duty to TeenNow California and represent the organization in a professional and effective manner.

Signed: _____ **Date:** _____