

NCCAA Region Chair Job Profile

FUNCTION

The Region Chair shall direct and administer all NCCAA sports competition in their respective regions with the assistance of each Region Sport Chair.

SELECTION

Nominated by a majority vote of the participating colleges within the region.

Confirmed by a vote of the Board of Directors

Term shall be for a 3-year period

DUTIES

Shall direct and administer NCCAA sports within the region.

Shall set Region meeting dates and chair those meetings.

In concert with the Director of Member Relations, shall screen applicants from prospective regional colleges for membership.

Shall send to the Director of Member Relations copies of all membership applications.

Shall serve on the National Administrative Council.

Shall serve as the Eligibility Agent for the region or appoint a person to directly handle the certificates for which they are ultimately responsible.

Shall develop unity among member institutions within the region.

Shall select and work with Region Sport Chairs in regional playoffs.

Shall complete a year end report that includes results from region championships, All Region teams, Coach of the Year, and other special awards for the region.

Shall update the Region Handbook each year and send a copy to the Director of Member Relations and keep Region minutes, history, etc.

Shall represent the region at the annual National Convention.

Shall not enter into any vendor contractual agreements without the permission of the Executive Director of the NCCAA.

EXPENSE REIMBURSEMENT

Shall be reimbursed by the NCCAA for Thursday and Friday nights' convention lodging and meals during travel to the annual National Convention.

Each region shall cover administrative expenses incurred for the NCCAA business as well as transportation expenses to the annual National Convention.