



Alpha Phi Alpha Fraternity, Inc. | 2017-2018 Western Region Leadership Team Catalogue

TITLE	KEY AREAS OF RESPONSIBILITY
Western Region Executive Director	<ul style="list-style-type: none"> • Report to the Regional Vice President. • Implements initiatives and resolutions approved Western Region Vice President and the Executive Committee. • Distributes and maintain accounts and minutes of conferences, meetings, and conference calls. • Distribute correspondence approved by the Region Vice President. • Maintain accurate directory of the active and inactive brothers of the region. • Sends out meeting notifications for the Executive Committee. • Receives and forward to the corporate offices proposed constitutional amendments from the region. • Update and maintain the Western Region Master Schedule. • Request support and Fraternity documents/paraphernalia from the National Executive Director as directed by the Regional Vice President. • The main point of contact for request from the National Executive Director. • Provide support to the AVP, the district directors, and college chapters as directed by the Regional Vice President. • Lead and manage special projects as directed by the regional vice President.
Western Region Chair, National Programs and Initiatives	<ul style="list-style-type: none"> • Report to the Regional Vice President. • Serves as the liaison between the National Office and Regional Chairs for each National Program and Strategic Initiative. • Helps ensure successful attainment and operations for National Programs. • Seeks funding to help execute National Programs and Strategic Initiatives.
Western Region Chief Technology Officer	<ul style="list-style-type: none"> • Reports to the Regional Vice President • Advise the regional vice president on software application that will improve efficiency. • Coordinate distribution of communications with the Executive Director.
Western Region Webmaster	<ul style="list-style-type: none"> • Manages the regional website, e-communications and social networking platforms.
Special Assistant to the Vice President	<ul style="list-style-type: none"> • Perform ad-hoc task assignments for the Vice President.

<p>Western Region Chaplain</p>	<ul style="list-style-type: none"> • Provides consolation to members and families as necessary. • Delivers meaningful and inspirational invocations at regional convening and official services. • Leads the preparation and execution of the regional Omega Services and pinning ceremonies. • The celebrant of the Ecumenical Service.
<p>Western Region Director of Logistics and Protocol</p>	<ul style="list-style-type: none"> • Manage the logistics and establish Alpha protocol at regional convention and major events. • Interface with the Director of Conventions to coordinate seating layout at convention events. • Advise the Regional Vice President on logistics and protocol requirements.
<p>Western Region Treasurer & Chief Financial Officer</p>	<ul style="list-style-type: none"> • Serves as chief financial officer for the region and maintains all financial records of checking, savings and investment accounts. • Distributes monthly reports to the regional executive team. • Works with the regional executive team to develop a regional budget for review and adoption. • Manages the budget all regional conventions and special events.
<p>Western Region Secretary</p>	<ul style="list-style-type: none"> • Record regional convening minutes. • Maintains regional records and permanent files. • Assist the Executive Director as needed.
<p>Western Region Corresponding Secretary</p>	<ul style="list-style-type: none"> • Responsible for managing all the Western Region correspondence and keeping a record of correspondences received and sent. This should include all formal correspondence required of the Region to pursue its stated and going business. • Manages internal correspondence recognizing notable life events, Significant accomplishments, and Brotherhood milestones.
<p>Western Region Financial Secretary</p>	<ul style="list-style-type: none"> • Serves as the co-chief financial officer for the region who assists the regional treasurer in maintaining all financial records and files. • Maintains record/roll of the financial status of each regional leadership team member. • Submits funds collected to treasurer for deposit. • Assists regional treasurer in preparing chapter budget for review and adoption.
<p>Western Region Director of Conventions</p>	<ul style="list-style-type: none"> • Reports to the Regional Vice President. • Prepare request for proposals (RFP) for hotel properties in the district hosting the regional convention. • Review the submitted RFPs and provide the initial rankings. • Evaluate the ranking, regional vice president, executive director, and district director. • Oversees the Convention Planning team
<p>Western Region Convention Planning Team</p>	<ul style="list-style-type: none"> • Assist the Director of Conventions. • Integrate region convention activities among the Director of Conventions, Executive Director, host chapters, presiding officers, and presenters.

<p>Western Region Historian</p>	<ul style="list-style-type: none"> • Contribute to an "Alpha Historical Moments" section in the Sphinx Magazine. • Develop guidelines on how to document history to assist chapters/districts/regions • Maintain archive of historical documents.
<p>Western Region Legal Counsel</p>	<ul style="list-style-type: none"> • Advise the regional vice president on all legal matters. • Consult with the National General Counsel on legal issues affecting the region. • Review and provide advice on legal contract at the request of the regional vice president.
<p>Western Region Sargent-at-Arms</p>	<ul style="list-style-type: none"> • Oversees rules and regulations established by the Rules and Credentials Committee. • Establishes whether a quorum has been met within all regional business sessions.
<p>Western Region Parliamentarian</p>	<ul style="list-style-type: none"> • Provides precedent and order for all regional convening. • Upholds parliamentary procedure to assure that all members are heard – the minority as well as the majority. • The parliamentarian must be thoroughly familiar with <u>Robert's Rules of Parliamentary Law</u>. He interprets constitutional issues during debate and works closely with the regional Sergeant-at-Arms.
<p>Western Region Photographer</p>	<ul style="list-style-type: none"> • Provides photographs of major regional and national events. • Maintain photographic history and photo archive of the Western Region. • Assist the regional historian.
<p>Western Region Director of Security</p>	<ul style="list-style-type: none"> • Advises the vice president on security procedures and implementation for all major regional events. • Coordinate security preparation with host chapters at major regional events.
<p>Western Region Graphic Designer</p>	<ul style="list-style-type: none"> • Reports to Chief Information Officer • Develop graphic art and design for regional signage, notices, and announcements. • Interface with the director of Technology.
<p>Western Region Director of Marketing and External Affairs</p>	<ul style="list-style-type: none"> • Standardize all content on our various communications platforms • Coordinates regional public relation activities in collaboration with the Editor of the Sphinx. • Foster partnership with corporations in the Western Region. • Interface with Chairmen of Economic Development, Endowment and Capital Committees.

<p>District Director</p>	<ul style="list-style-type: none"> • Each district director is an extension of the regional vice president. • Ensures that all chapters in his respective district comply with the Fraternity's Risk Management Policy, membership application process, Chapter Advisor training/certification, and completed chapter directory. • Manages the administrative and financial activities of his region in accordance with the Constitution and By-Laws of the Fraternity. • Host annual district conference within 3 months prior to the regional convention. • Submit quarterly reports to the Financial Secretary. • May be appointed by the Regional Vice President to represent him at an external organization event in their district.
<p>Assistant District Director</p>	<ul style="list-style-type: none"> • Assist the Direct Director as an extension of the Regional Vice President and Assistant Regional Vice President. • Helps host annual district conference within 3 months prior to the regional convention.
<p>Chairman, Membership Standards and Extension</p>	<ul style="list-style-type: none"> • Investigate/Recommend a policy to address individuals who have participated in an illegal initiation. This is the "ghost brother" policy. • Investigate/Recommend a policy to address members who no longer want to be affiliated with Alpha Phi Alpha Fraternity, Inc.
<p>Chairman, Leading For Tomorrow Foundation</p>	<ul style="list-style-type: none"> • Provides annual report to the regional vice president of the operations and financial records of the non-profit 501(c)(3) education foundation 30 days prior to the regional convention.
<p>Chairman, Awards & Achievements Committee</p>	<ul style="list-style-type: none"> • Will oversee all regional awards during the regional convention. • Submit an annual budget to the Executive Director by January 1. • Maintain and revise as necessary judging criteria of all award competitions. • Ensure judging criteria is consistent with the national judging criteria.
<p>Chairman, Constitution Committee</p>	<ul style="list-style-type: none"> • Review the Constitution and By-laws for any grammatical, spelling punctuation errors, or conflicts. • Manage all amendments that are recommended through the chapters.
<p>Chairman, Election Committee</p>	<ul style="list-style-type: none"> • Review/Recommend updates to the election guidelines and procedures to address the following; • Reducing the amount of money all candidates spend campaigning. • Certifying all candidates for regional elected office. • Validating election results.
<p>Chairman, Economic Strategy and Innovation</p>	<ul style="list-style-type: none"> • Focused on diversifying revenue streams for the Western Region. • Investigate/Recommend opportunities for Alpha to create or develop self-funded interests. • Investigate/Recommend opportunities where Alpha can partner with individuals/ entities to advance our economic interest. • Investigate/Recommend funding sources Alpha can tap into to assist various programs and projects.

<p>Chairman, Grievance & Discipline Committee</p>	<ul style="list-style-type: none"> • Review complaint received by the Executive Director • Interview the principals. • Consult with the regional legal counsel. • Discuss results of the investigation with the regional vice president. • Submit written recommendation for approval at the business session.
<p>Chairman, Internal Auditing</p>	<ul style="list-style-type: none"> • Perform auditing of all regional financial records and documents quarterly. • Advise regional vice president of methods to improve accounting method. • Member of the regional financial team.
<p>Chairman, Life Membership Committee</p>	<ul style="list-style-type: none"> • Increase new Life Membership subscriptions • Develop a marketing plan to encourage "life" membership through yearly payments of grand tax. • Coordinate the Life Membership Breakfast at the Regional convention.
<p>Chairman, Health & Wellness Committee</p>	<ul style="list-style-type: none"> • Provides meaningful medical research. • Identifies and provides health and medical education to the brotherhood.
<p>Chairman, Reclamation & Retention Committee</p>	<ul style="list-style-type: none"> • Work with the national chairman to reclaim inactive brothers in the Western Regional. • Establish program and recommend activities to reach out to inactive brothers. • Establish plan for graduating brothers to transfer to an alumni chapter. • Work with the coordinator of Brothers' Keeper Program.
<p>Chairman, Ritual & Ceremonies</p>	<ul style="list-style-type: none"> • Represent the Western Region on the National Ritual and ceremonies Committee. • Develop a training team of certified trainers. • Facilitate Ritual Training at the regional convention and district conferences.
<p>Chairman, Rules & Credentials</p>	<ul style="list-style-type: none"> • Maintain and revise as necessary the rules and certification process of convention delegates and registrants. • Submit a certified list of delegates to the Election Chairman. • Submit a final written report to the Secretary at the final business session.
<p>Chairman, Senior Alpha Affairs</p>	<ul style="list-style-type: none"> • Coordinate Senior Alpha activities at the regional convention i.e. Senior Brother Lounge, seating for 50-yr of service brothers. • Acknowledge 50-yr, 60-yr, and 70-yr brothers. • Interface with Chairman of Brother's Keeper Program. • Identify the Concerns of senior brothers.

<p>Regional Coordinator, College Advisors</p>	<ul style="list-style-type: none"> • Coordinate training for college advisors with district directors. • Interface with chapter presidents to identify college advisor candidates. • Reports to the Executive Director. • Maintain certification and re-certification records.
<p>Regional Coordinator, Miss Black & Gold Pageant</p>	<ul style="list-style-type: none"> • Report to the Awards Chairman. • Interface with District Directors to identify district winners. • Facilitate the Miss Black and Gold Pageant at the Western Regional Convention and coordinates with National Chair for WR representation
<p>Regional Coordinator, Belford V. Lawson Oratorical Contest</p>	<ul style="list-style-type: none"> • Report to the Awards Chairman. • Interface with District Directors to identify district winners. • Facilitate the Belford V. Lawson Oratorical Contest at the Western Regional Convention and coordinates with National Chair for WR representation
<p>Regional Coordinator, Hobart Jarret Debate Contest</p>	<ul style="list-style-type: none"> • Report to the Awards Chairman. • Interface with District Directors to identify district winners. • Facilitate the Hobart Jarret Debate Competition at the Western Regional Convention and coordinates with National Chair for WR representation
<p>Regional Coordinator, A. Charles Haston Brother's Keeper Program</p>	<ul style="list-style-type: none"> • Coordinate Brother's Keeper Program throughout the region. • Identify district coordinators and chapter contacts. • List available resources (Gov., charities, volunteer org, churches, and others). • Identify brothers/families in need.
<p>Regional Coordinator, Big Brothers, Big Sisters</p>	<ul style="list-style-type: none"> • Identify chapters with BB/BS program. • Interface with local partner.
<p>Regional Coordinator, John Hope Franklin Collegiate Scholars Bowl</p>	<ul style="list-style-type: none"> • Work to support the Chair of Awards and Achievement to promote a competitive environment • Facilitates competition at the Western Region Convention and coordinates with National Chair for WR representation
<p>Regional Coordinator, Project Alpha</p>	<ul style="list-style-type: none"> • Encourage chapters to perform 2 Project Alpha events each year. • Encourage chapters invite local March of Dimes employees to the Project Alpha event.
<p>Regional Coordinator, Military Affairs</p>	<ul style="list-style-type: none"> • Coordinate recognition of active and retired military brothers at the regional convention. • Interface with the Director of Convention.
<p>Regional Coordinator, Boy Scouts of America</p>	<ul style="list-style-type: none"> • Work with national partner Boy Scouts of America. • Encourage chapters to support Boy Scouts troops. • Network with the National Alpha Boys Scout Coordinate.

Regional Associate Editor to the Sphinx	<ul style="list-style-type: none"> • Write and edit stories and information to be submitted for publication in The Sphinx™. • Coordinates regional public relation activities in collaboration with the Director of Communications. • Assist chapters in submitting articles for the Sphinx Magazine.
Regional Assistant Associate Editor to the Sphinx	<ul style="list-style-type: none"> • A current college Brother who: • Will write and edit stories and information to be submitted for publication in The Sphinx™. • Coordinates regional public relation activities in collaboration with the Director of Communications. • Assist chapters in submitting articles for the Sphinx Magazine.
Chairman, College Brothers Affairs	<ul style="list-style-type: none"> • Co-chaired by an alumni and college brother. • Develop/Recommend a balanced scorecard for college chapter effectiveness. • Investigate/Recommend a process to assist college brothers/chapters who have less than a 2.5 GPA. • Add direct mentorship to college brother in an assistant role. • Develop a program where graduated initiates of a college chapter can financial support the college chapter.
Chairman, College Chapter Sustainability	<ul style="list-style-type: none"> • Investigate/Recommend standardize guidelines to address chapters with less than 7 members. • Makes Recommendations to help build and maintain college chapter membership
Chairman, College to Corporate Life Initiative (C2C)	<ul style="list-style-type: none"> • Administer the national initiative for the Western Region. • Develop a list with requirements of corporations in the Western Region that provide internship. Input will be provided by alumni brother employed by the corporation. • Develop a plan to match college brothers with employment opportunities.
Regional Writer	<ul style="list-style-type: none"> • Will contribute to and co-oversee to completion the work on a special project by the VP focused on elementary school students.
Regional Illustrator	<ul style="list-style-type: none"> • Will contribute to and co-oversee to completion the work on a special project by the VP focused on elementary school students.
Chairman, Committee on Personnel	<ul style="list-style-type: none"> • Leads the regions efforts to source talent to fill positions including chairs, committee members and appointments
Regional Coordinator, Health and Wellness Initiative	<ul style="list-style-type: none"> • Focus is to promote, advocate, and educate Brothers to maintaining healthier lifestyles and provide opportunities for collaboration and Brotherly support. • Create opportunities for healthy engagement during the WRLA/CBR & WRC.
Regional Information Officer	<ul style="list-style-type: none"> • Helps query “AlphaNET” for requested information to fulfil request from within the Region leadership team.

Regional Chief Dean for the Western Region/IMDP Chief Trainer	<ul style="list-style-type: none"> • Responsible for providing IMDP training and certification to chapters and Brothers • Educates and encourages Brothers to adopt a consistent standard for new membership • Reviews Attachment A's and deviation requests.
Regional Coordinator, A Voteless+ People is a Hopeless People	<ul style="list-style-type: none"> • Coordinates and chairs all at-large Western Region-specific AVPHP efforts and reports to the Executive Director on all VPHP activities occurring within the Region
Regional Coordinator, March of Dimes	<ul style="list-style-type: none"> • Coordinates and chairs all at-large Western Region-specific March of Dimes efforts and reports to the Executive Director on all Alpha Phi Alpha + March of Dimes activities occurring within the Region • Encourage chapters to participate in March for Babies. • Identify chapter contacts. • Encourage brothers to contact their local March of Dimes office. • Log donations of all chapters in the Western Region.
Regional Coordinator, Go-2-High School, Go-2-College	<ul style="list-style-type: none"> • Coordinates and chairs all at-large Western Region-specific G2HS, G2C efforts and reports to the Executive Director on all G2HS, G2C activities occurring within the Region
Regional Coordinator, Project Alpha	<ul style="list-style-type: none"> • Coordinates and chairs all at-large Western Region-specific Project Alpha efforts and reports to the Executive Director on all Project Alpha activities occurring within the Region
Regional Coordinator, St. Jude Hospital	<ul style="list-style-type: none"> • Coordinates and chairs all at-large Western Region-specific St. Jude Hospital efforts and reports to the Executive Director on all Alpha Phi Alpha + St. Jude Hospital activities occurring within the Region
Regional Coordinator, Alpha Youth Mentoring Programs	<ul style="list-style-type: none"> • Coordinates and chairs all at-large Western Region-specific Alpha Mentoring Program efforts and reports to the Executive Director on all Alpha Mentoring Program activities occurring within the Region • Responsible for gathering and collating region wide data about the success and effectiveness of our mentoring programs. • Facilitate best practice sharing among chapters. • Collect and share insights with the WR leadership team and across chapters to enhance programming.