

Historic Iris Preservation Society

Job title	<i>Regional Director</i>
Reports to	<i>HIPS Board</i>

Job overview

A Regional Director (RD) is an elected, three-year Board position. Currently, the RD may serve two consecutive three-year terms. The RD acts as a resource for HIPS members in their region, assisting them as requested. The RD also promotes HIPS and HIPS membership in various ways. Each RD prepares an annual report of their activities and submits it to the HIPS President. As a HIPS Board member, a RD is expected to attend quarterly teleconference meetings, and attend the HIPS annual meeting if possible.

Duties and responsibilities

Regional Director activities might include, but are not limited to:

- Direct inquiries on iris identification to the proper channels
- Maintain a list of members in the region who will assist with iris rescues
- Communicate with AIS Regional VPs and local iris club presidents to keep up with iris shows and events in the region, and pass the information on to HIPS members
- Alert the ROOTS editor and the HIPS PR Chair of iris events in the region that pertain to historic irises, so they can be shared with the entire membership
- Act as a liaison for HIPS with botanical gardens in the region
- Promote HIPS membership at local iris clubs, at garden shows, and in various media
- Work with the Preservation Chair if an iris rescue is needed in that region

The activities of a Regional Director will vary from region to region. This is only a list of the possible activities, and each RD is encouraged to seek out their own opportunities to promote HIPS.

Qualifications

A Regional Director must be friendly, encouraging, and willing to assist HIPS members. The RD must possess basic computer skills, and be able and willing to communicate via e-mail and teleconference.

Working conditions

The Regional Director works from home. Attendance at the HIPS Board meetings is by teleconference.

Direct reports

If a Regional Director sets up an ad hoc committee to address an issue or project in their region, the members of that committee will report to the RD and the RD will report to the HIPS Board.

Date Reviewed:

March 4, 2017