**306 DUTIES OF REGIONAL SERVICE DIRECTORS**

**SUGGESTED DUTIES COMMON TO ALL REGIONAL SERVICE DIRECTORS ARE:**

1. Assist the Regional Director in establishing goals.

2. Implement the committee program in the Districts and clubs.

3. Conduct workshops, convene meetings, and communicate information as necessary throughout the Region to promote the program or train others on it.

4. Monitor progress of the program in the Region and provide assistance to clubs as necessary.

5. Keep good records and relinquish to your successor upon leaving the position.

6. Report regularly on your activities to the Regional Director and others as determined.

7. Inform your Regional Director and others as determined of any unusual activity in the program immediately upon occurrence.

8. Perform other duties as assigned from time to time by the Regional Director.

Please refer to the Service Directors' Manual from Y's Men International for specific duties for the following Regional Service Director committee programs:

Alexander Scholarship Fund

Brother Clubs

Brotherhood Fund

Endowment Fund

Extension

Membership ahd Conservation

Time of Fast

Training

Youth Educational Exchange

Y's Menettes

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**REGIONAL WEB MASTER- Job Description**

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The Regional Service Director Webmaster has responsibilities for implementing and emphasizing the importance of communication through District and Club websites on the Internet. Due to the technical knowledge needed for this position, it is preferable that this appointment be for several years. The RSD is an important two-way communication link in our organization.

Communication about presence on the Internet may be through Regional Bulletins and also through the Regional Website (managed by the Regional Webmaster).

Suggested approaches:

1. Start to work immediately with already elected/appointed officers rather then wait for the election/appointment of Webmasters at other levels.

2. Provide articles on the importance of Internet presence for the Regional bulletin.

3. Work with RD and RSD’s to keep the official website of the Region up-to-date.

4. Facilitte exchange of ideas/knowledge about website design between District and Club Webmasters in the Region.

5. Offer suggestions on links and other material to put on Regional websites.

6. Assist the Host Committee Chairperson (HCC) in planning a training session on Internet related matters as part of the program of District Conferences and the Regional convention.

7. Work with DG’s of Districts in the Region without a District website to encourage appointment of a District Webmaster.

8. Work with Club Presidents of Clubs in the region without a Club website to encourage appointment of a Club Webmaster.

9. Submit suggestions the Regional Director and Area Service Director for revision of this job description.

10. Relinquish all Webmaster records to your successor.

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