

## DUTIES OF REGIONAL DIRECTORS

Participation in the Management Committee as Directors.

- (i) Attendance at Management Committee meetings wherein to bring such matters before the Management Committee as he or she believes proper on behalf of Constituency Representatives and ordinary members. To participate in discussion on matters placed before the Management Committee and to take part in Management Committee decision-making in accordance with those Guild rules in force from time to time.
- (ii) It is also anticipated that they will draw Management Committee's attention in a constructive way where they believes that agreed Guild policy decisions, or Guild rules are not being followed.

Participation in the Management of the Guild.

- (iii) Regional Managers are eligible to serve on committees as part of their contribution to the effective running of the Guild.

Liaison between Constituency Representatives, Guild members and the Management Committee.

- (iv) To liaise between the Management Committee and Constituency Representatives and their members, through reporting to the Committee the known views, where appropriate, of Constituency Representatives and their members and to present to the Committee reports on constituency activities. Reports should be specific to each constituency within their region. To identify issues raised by members and on activities in the forthcoming period to the next meeting.
- (v) To ensure that Constituency Representatives are briefed following meetings of the Management Committee as soon as practical following the minutes of such meetings being agreed.  
  
To ensure that Management Committee's policies and decisions are communicated to members via their constituency representatives and that all relevant feedback on this communication is passed back to the Management Committee.
- (vi) To ensure that the Guild's representation throughout the region is continually monitored and maintained to the highest standard possible, Regional Managers should hold meetings with other Constituency Representatives in their regions. This may be done by electronic means including conference calls between all constituency representatives within the region.

Representation of Members interests

- (vii) They should ensure that member's complaints or requests for information, or clarification are brought to the Management Committee's or the appropriate Guild Officer and that satisfactory replies are obtained.

## Regional Budgets

- (viii) Constituency Representatives are provided with an annual budget as an aid to carrying out the responsibilities outlined in their Code of Practice. Any amounts claimed should be within their budget and adhered to the Guilds Expenses Policy, supported wherever possible by receipts and submitted to the Regional Director as they are incurred. Regional Directors will maintain and review expenditure and authorise expenditure in their region.

## Reports and Co-ordination

- (ix) They should provide the Guild News with information on their regional activities, ensure that co-ordination of attending shows and events are made with the Constituency Representatives to maximise the attendance at all events that they consider relevant to promoting the Guild.