

SPECIAL OLYMPICS BC POLICY MANUAL

Section:

Policy: **Regional Coordinator Job Description**

Effective Date: August 1992

Revised: January 2013

Page: 1 of 2

ROLE

Regional Coordinators provide guidance and support as the primary liaison between the provincial body of Special Olympics BC and its regional members.

REQUIRED ATTRIBUTES

- Strong leadership, organizational and administrative skills.
- Unbiased and non-judgmental; flexible and open-minded.
- Commitment to the organization and its mission, policies and strategic goals.
- Strong verbal and written communication skills.

DUTIES AND RESPONSIBILITIES

- Understand Local issues and know where to get answers.
- Produce goals at all levels and strive for the goals set out by the provincial strategic plan.
- Represent their Region on the Leadership Council.
- Regional Coordinators will work to facilitate the regional growth of Special Olympics BC while providing a voice for regional membership to share their thoughts and needs in shaping the vision of the provincial organization.
- Coordinate two Regional meetings/conference calls per year.
- Provide support to Locals.
- Communicate regularly with Local Coordinators to keep current on all relevant issues in their Local.
- Coordinate the registration, fees, uniform, and travel for all Provincial Games and Championships.
- Support Locals with hosting of Regional Qualifiers and the completion of sanctioning documents.
- To act as “Chef de Mission” or to appoint a “Chef de Mission” for the Region in the time leading up to and during a Provincial Games/Championship.

SPECIAL OLYMPICS BC POLICY MANUAL

Section:

Policy: **Regional Coordinator Job Description**

Effective Date: August 1992

Revised: January 2013

Page: 2 of 2

- To assist and support in the orientation of new Local Coordinators.
- To assist in the enforcement of policies and procedures and strive to achieve the goals set out by the strategic plan.
- The Regional Coordinator acts as the link between the Locals and the Board of Directors.
 - Attend the Leadership Council meetings and bring forward the issues of their Region.
 - Aid in the development of policies.
 - Attend Leadership Council meetings (minimum of two per year).

DURATION OF TERM

Elected for a two-year term, with a limit of five consecutive terms that can be served. All odd number Regions must host an election at the spring Regional meeting in odd number years and all even number Regions must host an election at the spring Regional meeting in even number years.

ACCOUNTABILITY

This position is accountable to the members of Special Olympics BC that reside in their Region, the Leadership Council Chairperson, and the Special Olympics BC Board of Directors.

If no candidate is forthcoming, the Leadership Council shall appoint a Regional Coordinator.