



Alpha Phi Alpha Fraternity, Inc. | 2020-2021 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.

Western Region Historian	<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.
Western Region Legal Counsel	<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.
Western Region Sargent-at-Arms	<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.
Western Region Parliamentarian	<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.
Western Region Photographer	<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.
Western Region Director of Security	<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.
Western Region Graphic Designer	<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.
Western Region Director of Marketing and External Affairs	<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>Regional Chair, 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>Regional Chair, 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>Regional Chair, 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>Regional Chair, 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>Regional Chair, 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>Regional Chair, 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.

Regional Chair, Grievance & Discipline Committee	<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.
Regional Chair, Internal Auditing	<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.
Regional Chair, Life Membership Committee	<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.
Regional Chair, Health & Wellness Committee	<ul style="list-style-type: none"> • Provides meaningful medical research. • Identifies and provides health and medical education to the brotherhood.
Regional Chair, Reclamation & Retention Committee	<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.
Regional Chair, Ritual & Ceremonies	<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.
Regional Chair, Rules & Credentials	<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.
Regional Chair, Senior Alpha Affairs	<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.

Regional Chair, College Advisors	<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.
Regional Chair, Miss Black & Gold Pageant	<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
Regional Chair, Belford V. Lawson Oratorical Contest	<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
Regional Chair, Hobart Jarret Debate Contest	<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
Regional Chair, A. Charles Haston Brother's Keeper Program	<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.
Regional Chair, Big Brothers, Big Sisters	<ul style="list-style-type: none"> • Identify chapters with BB/BS program. • Interface with local partner.
Regional Chair, John Hope Franklin Collegiate Scholars Bowl	<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
Regional Chair, Project Alpha	<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.
Regional Chair, Military Affairs	<ul style="list-style-type: none"> • Coordinate recognition of active and retired military brothers at the regional convention. • Interface with the Director of Convention.
Regional Chair, Boy Scouts of America	<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.
Regional Chair, 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.
Regional Chair, 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
Regional Chair, 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.
Regional Chair, 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 Chair, 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 Chair, 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 Chair, 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 Chair, 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 Chair, 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 Chair, 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 Chair, 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 Chair, 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.
Regional Chair, Special Project – Project Storybook Lead	<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. • Coordinates and chairs all at-large Western Region-specific Storybook efforts and reports to the Executive Director on all Alpha Phi Alpha + Storybook activities occurring within the Region.

Regional Chair, Community Education Initiatives	<ul style="list-style-type: none">• Coordinates and chairs all at-large Western Region-specific Alpha Community Education Initiatives efforts and reports to the VP on all Community Education Initiatives activities occurring within the Region• Responsible for gathering and collating region wide data about the success and effectiveness of our Educational Initiative programs.• Facilitate best practice sharing among chapters.• Collect and share insights with the WR leadership team and across chapters to enhance programming.
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