

**NOTRE DAME SENIOR ALUMNI (NDSA)
BOARD OF DIRECTORS
REGIONAL DIRECTOR INFORMATION AND RESPONSIBILITIES**

TERM: A regional director's term is three years beginning July 1st and is nonrenewable. If a director is selected to finish an incomplete term of a previous director, the three year term will begin on July 1st after the incomplete term is finished.

BOARD MEETINGS: Meetings are held for about three days on campus in the Fall, Winter and Spring. The fall meeting is timed to precede or follow the football game weekend for which contributing senior alumni are given priority for ticket requests. The winter meeting will generally occur in January or early February. The spring meeting will coincide with the schedule for the Alumni Senate. All meetings are working meetings and attendance is required. Spouses are welcome to accompany directors to meetings and to attend all nonworking events.

EXPENSES:

- Most Fall and Spring meeting expenses for travel and lodging are covered from the NDSA budget. These expenses may be donated back to NDSA. Such donations are considered a gift to the University of Notre Dame and will be credited to the director's contributions for the year in which it is given.
- Winter meeting expenses are the director's responsibility and are not reimbursed.
- Although not the norm, personal expenses such as travel to regional club meetings, phone calls and supplies may be reimbursed if funds are available.
- Expenses for spouses attending meetings are not reimbursed.

COMMITTEE RESPONSIBILITIES: Each regional director is assigned to one or more NDSA committees. Currently, these committees are

- Administration, Finance and Personnel
- Communications and Public Relations
- Initiatives
- Alumni Network and Events

REGIONAL RESPONSIBILITIES: The principle responsibility of a regional director is to work with Notre Dame alumni clubs in his/her region to foster involvement in NDSA initiatives. To accomplish this responsibility the following duties are summarized.

1. If practical, meet with at least one alumni club between NDSA board meetings. Encourage the club to begin work with at least one NDSA initiative. A club board meeting usually provides the best forum to discuss NDSA.
2. Attend NDAA regional meetings and be part of the agenda in order to promote NDSA.
3. Submit the Regional Director Report two weeks prior to each NDSA board meeting. This report has two parts:
 - a. A listing of each club in the region with contact information for the club's senior alumni coordinator and a check off for which of the four NDSA initiatives the club is involved in.
 - b. Information about each club's participation in established initiatives and/or activities which are mini initiatives that can be emulated by other clubs. This section should include the names and graduation year for any senior alumnus involved so that the information can be forwarded to class secretaries for inclusion in the classes section of the Notre Dame Magazine.

4. Submit Putz Award nominations to the chairperson of the Administration, Finance and Personnel committee by the August 1 deadline.
5. Submit NDSA Club Participation Award nominations to the chairperson of the Alumni Network and Events Committee by the February 15 deadline.
6. Submit information for possible articles for the NDSA Newsletter, ND Today and the Alumni Newsletter to the chairperson of the Communications and Public Relations Committee.
7. Send Fall, Winter and Spring NDSA Board Meeting summaries to, and communicate regularly with, the NDAA regional director and alumni club presidents and senior alumni coordinators.
8. Be capable of using the internet for communication purposes and have frequent access to it.
9. Be proficient in the use of, and have access to, MS Word and MS Excel software programs.

(last updated April, 2010)