

Board Position	Merits Earned	Governance Voting	Position Summary	Skills / Requirements
Chair (EXEC)	60	yes	Chief Executive Officer of the Board organize & conduct of all Board meetings oversee day-to-day conduct of board affairs confirm merits for Regional board members	Aware of rules of order for meetings Strong knowledge of PPOC bylaws & policies Proficient in Word & Excel & Zoom Excellent organizational skills ACCREDITATION REQUIRED
Vice Chair (EXEC)	up to 40	yes	directly assist the board Chair duties of the chair in their absense	Strong knowledge of PPOC bylaws & policies Proficient in Word & Excel & Zoom Strong organizational skills Aware of rules of order for meetings ACCREDITATION REQUIRED
Secretary/Treasurer (EXEC)	40	yes	oversee the financial budget Track & submit branch expences support the Regional Treasurer Maintain records & minutes	File/folder management Proficient in Word & Excel Highly organized ACCREDITATION REQUIRED
Merit Chair (EXEC)	40	yes	Track and submit merit allocation for AB confirm merit acceptance with National help members track and earn merits educate members why & how to earn merits	File/folder management Proficient in Word & Excel Highly organized ACCREDITATION REQUIRED
Communications (EXEC)	40	yes	Manage & coolect content for newsletter requesting content from board monthly upload formatted info. To National proof read submitted content for errors	Proficient at Drop box uploads Proficient in Word & Excel Highly organized Professional & respectful communication
Membership Chair	20	no	offers membership drive ideas welcomes each new AB member update Comm.Chair on new members votes on operational motions only arrange name tags for members (1X-2X per year)	Strong organizational skills Warm & welcoming communication skills Able to direct members to various resources Proficient in Word & Excel
Social	up to 20	no	oversee the social feeds (FB/Insta) create and promote PPOC events reports on status of social events votes on operational motions only	have FB & Instagram accounts comfortable with posting events able to attach files & documents ACCREDITATION REQUIRED
Director at Large	40	yes	hold a portfolio in conjunction w/ board role - communications, salon, merits, etc. oversee & report on task force or focus groups	be a member of Regional Executive Aware of rules of order for meetings familiar with PPOC bylaws & policies professional & respectful communication