

Driving School Association of the Americas, Inc

Position: Regional VP

Term: Two Years

Organizational Status:

- The Regional VP is responsible in his/her region for representing the DSAA to members and Member concerns to the DSAA; promoting DSAA membership benefits, opportunities and events to driving schools and other stakeholders; communicating ideas, goals, and progress reports of the DSAA to driving schools and other stakeholders; keeping abreast of Road Safety issues and developments and; bringing forward opportunities and recommendations to expand the reach and influence of the DSAA in upgrading the industry and improving Road Safety.
- Reports directly to the Board of Directors.

As per DSAA Constitution:

The Regional Vice President shall be responsible for all the members in his/her region, shall perform, at the direction of the President, Executive Vice President, Administrative Vice President or the Board of Directors, such tasks and duties as to enhance the Association in its efforts to upgrade the industry. The Regional Vice President shall represent the President on all local items where it is deemed necessary by the President. He/she shall be responsible to the members of his/her region for the communication of ideas, goals, and progress reports of the National Association.

Core Roles & Responsibilities:

- In the Chair's absence or inability to attend, participate in Road Safety events to represent the DSAA.
- Serve as the primary point of contact and resource for Members, driving schools, State/Provincial Associations and other stakeholders in his/her region for all things DSAA.
- Work closely with the Executive Committee and other personnel to prioritize functions of the DSAA.
- Recommend actions to improve communications and operating procedures both to and from their region.
- Assist the Members, State/Provincial Associations, driving schools and other stakeholders in his/her region with the two-way communication of ideas, goals, and progress reports.
- Collect data and report on the existing and proposed Legislative and regulatory environments
- Bring forward opportunities and recommendations to expand the reach and influence of the DSAA in upgrading the industry and improving Road Safety
- Identify regional issues and opportunities for DSAA to assist with achieving solutions.
- Convey to the Board, any concerns or problems expressed by members in his/her region.
- Provide a written Report for distribution to the Board one week prior to Board meetings.
- Carry out such other duties as may be assigned, from time to time, by the Board.

Administrative Responsibilities and Duties:

- Collect and report information on the current operating conditions in their region.
- Compile a report of ongoing and upcoming activities in their region of interest to driving schools and the DSAA.
- Attend driving school and State Association meetings in their region.
- Observe and report on any new developments in their region.
- Keep a record of all contacts and correspondence received or undertaken on behalf of the DSAA

General:

- Uphold the Constitution & By-Laws of the DSAA
- Serve on the Executive Committee.
- Review and approve an Annual Budget in collaboration with the Finance Committee.
- Mentor, advise and guide in the role of Regional VP when direction is needed by the Board.
- Serve on other committees and subcommittees as needed.
- Be knowledgeable of the DSAA story, and how and when the association was founded.
- Be prepared to act as an advocate and spokesperson for the DSAA when interacting with stakeholders, partners and the public.
- Be prepared to participate in events and media opportunities for the DSAA.
- Be aware of current DSAA statistics on finances, membership and notable successes.
- Champion the organization and advocate its mission to both internal and external stakeholders

Financial:

- Keep a record of all paid members in the region.
- Forward all relative funds for deposits to DSAA account ongoing basis.

Resources and Procedures:

- Use various State / Provincial official government websites, State/Provincial Association websites, driving school websites and other stakeholder websites to gather information useful to DSAA.