

**AMERICAN SOCIETY OF ADDICTION MEDICINE  
REGIONAL DIRECTOR RESPONSIBILITIES**

1. Personally attend all ASAM Board meetings, including Board leadership development activities. Costs of attendance are to be borne by the Regional Director.
2. Review Board agenda materials in advance.
3. In advance of ASAM Board meetings, solicit from Chapter Presidents motions for Board action.
4. Prepare a written Regional Director Status Report for each Board Book.
5. Represent the interests of the national Society when voting on Action Items. While discussion should reflect personal experience or expertise, and the experience and views of the Region, the primary responsibility of a member of the Board is the well-being of the Society as a whole.
6. When necessary, assist the ASAM office obtain chapter documents required by the ASAM auditors.
7. Participate in chapter conference calls.
8. Attend face-to-face Chapter meetings held during the Medical-Scientific Conference. At the Annual Business meeting members will be seated by Region, and thirty (30) minutes will be reserved for Regions to meet among themselves.
9. The Regional Director and/or Alternate Regional Director will attend annual meetings for the chapters in the Region. (Chapters are strongly encouraged to reimburse the Regional Directors for travelling costs, whenever possible.)
10. The Regional Director and/or Alternate Regional Director will foster the development of Chapters in their Region by:
  - a. Contacting Chapter Presidents who have had significant attendance at their meetings and by relaying these “tools of success” to other Chapter Presidents.
  - b. Assisting in membership recruitment in their Region.