

ROLE DESCRIPTION & EXPECTATIONS

{FIRSTANDLAST NAME}
{LOCATION} REGIONAL DIRECTOR



RATIONALE:

Regional Directors are volunteers and not paid or employed by Thinking Matters NZ. They can source their own funding and can be considered for Field Worker status. As passionate apologetics enthusiasts, Regional Directors network and build relationships with Pastors and Leaders within the boundary of their region. They or with the help of an allocated Group Leader ensure there are regular monthly apologetics meetings held in their town or city.

It is important that Regional Directors adhere to the mission and vision of the Thinking Matters NZ Foundation, while feeling that they are making significant and valued contributions.

BIBLICAL PRINCIPLES:

Amos 3:3 Do two walk together unless they have agreed to do so?

GUIDELINES:

1. Potential Regional Directors for Thinking Matters shall be considered for the role by an assigned Co-CEO.
2. Regional Directors must read, agree to, and sign the Thinking Matters Code of Conduct.
3. Regional Directors must read, agree with, and sign the Statement of Belief. If there are any points to be clarified this can be discussed with their assigned Co-CEO.
4. Regional Directors' main aim is to promote Thinking Matter's mission, vision, and strategy with Pastors and Leaders in their regions.
5. Ensure there are monthly apologetics meetings held in their city or town. To do this they will:
 - a. Recruit a volunteer Group Leader.
 - b. Build a team of enthusiastic volunteers. This is ideally with the help of the Group Leader.
 - c. Work with Pastors/Leaders to use their Church or appropriate facility to hold the events for free.
 - d. Work with Pastors/Leaders to ensure the group is marketed to the congregants and local churches.
 - e. Approach and book speakers, negotiate speaking fees, book flights, and find accommodation with a host family where necessary.
 - f. Submit an Event & Cash Up form to Head Office after each event to ensure they are tracking finances and statistics for your group/s.
 - g. Market your event in HubSpot (training will be given and can be found at www.thinkingmatters.org.nz/help).
 - h. Update your groups events pages on Facebook and the Thinking Matters Website.
 - i. Promote Thinking Matters Conferences & Events
 - j. Build relationships with attendees.
 - k. Encourage donations.

- l. Work with Head Office to start a Resource table so you can give attendees access to apologetics resources.
 - m. Ensure you work with the venue hosts to ensure Health & Safety and Risk Management forms are filled out, shared with volunteers, and adhered to.
 - n. Be aware of and follow the most current Thinking Matters Traffic Light System Policy or any system that has been put in place by the New Zealand Government due to pandemics or other emergencies.
6. Regional directors must regularly attend Regional Director meetings such as the four-weekly Congress, fortnightly Conference meetings, and four-weekly region group meetings if they are operating a group.
 7. Regional directors must attend the leadership hui ā-tau (Annual Meeting).

ADDITIONAL ITEMS

1. You will have regular talks with your assigned Co-CEO to bring accountability to the role. This will involve regularly revisiting goals and expectations, outcomes, and providing encouragement.
2. If you decide you can no longer adequately fulfill your duties as Regional Director or would like to move on for any other reason, please complete a letter of resignation and send it to your assigned Co-CEO.

I, {Full Name} declare that I have read, and fully understood this role description & expectations and have received a copy of this agreement.

Signed by:

{FIRST AND LAST NAME} _____ Date ____/____/____

Assigned Co-CEO:

{FIRST AND LAST NAME}
For and behalf of Thinking Matters _____ Date ____/____/____