



JOB DESCRIPTION for **Regional Directors & Area Representatives**

1. Qualifications for Regional Directors & Area Representatives:

- A. Public Relations ability
- B. Good communicator
- C. Time to devote to the assignment
- D. Organizational skills
- E. Loyalty to Prairie
- F. Taken more than one year of studies at Prairie

2. Duties of the Regional Director:

- A. Attend & participate in Executive Council Meetings
- B. Receive regular updates and news from Prairie
- C. Receive lists regularly from Development Department of all alumni living in their geographical location
- D. Determine areas of concentrations of alumni within their area
- E. Select Area Representatives from those concentration areas and invite them to assist you
- F. Work with Area Representatives to organize alumni events in their locations
- G. Visit churches in your regions and promote Prairie as able
- H. Attend mission conferences in your locations to promote Prairie as able
- I. Visit colleges and schools to recruit students for Prairie as able
- J. Encourage prayer meetings among alumni for Prairie

3. Duties of the Area Representatives:

- A. Work as an assistant to the Regional Director in your location
- B. Meet with Regional Director regularly and discuss ways to promote Prairie in your location
- C. Become familiar with the alumni living in your location – receive lists from Regional Director – make phone calls to all alumni in your area (could be done with phone chains)
- D. Get news updates and information about Prairie regularly to pass onto alumni
- E. Plan events in your location for alumni to attend such as:
 - Prayer meetings for Prairie
 - Spring &/or fall Alumni get-togethers
 - Promote Homecoming & encourage alumni to attend
 - Facilitate Prairie President's promotional tours