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