

ITFNZ Regional Directors Job Description

The RD is directly responsible to the Executive committee of ITFNZ and directly responsible for the Instructors and Students in their region

Tasks	Expected Outcome
To liaise between the exec committee, the instructors in their region, and any other committee, person or outside agency as deemed necessary	That the exec committee is aware of any developments in the RD's area that they need to be and that the instructors are aware of any decisions made by the exec committee that may effect them. That the RD also liaises with any other person or organisation as is deemed necessary by the region, the exec or sub committee.
To coordinate events happening in the region.	That there is a contact person in the region that can coordinate and/or have knowledge of who is coordinating/organising all regional activities including tournaments, gradings and camps etc.
To address or advise on concerns, complaints, or questions from Instructors, students or families in their region	That the RD is able to answer questions or if unable to answer them to advise on or source the answer to the inquiry. The RD is responsible to the best of their ability to ensure each matter is resolved
To assess/advise instructors for grading point credit reimbursement as necessary	That instructors can have their entitlement under the credit point system endorsed.
To advise and encourage growth of TKD in their region through attending other clubs where possible and speaking to potential new instructors.	That regional growth is encouraged by the RD's contact with new black belt students where possible and by contact with existing instructors in their region through face to face contact or through phone or email contact.
To ensure that standards & discipline are maintained within the region and to provide guidelines within the S&D document	That even though the RD's are no longer on the S&D committee, they are still responsible for maintaining and encouraging the standards, along with each instructor, as laid out in the constitution of ITFNZ and the teachings of our founder Gen Choi
To assist with fundraising and sponsorship within the region for clubs, Instructors and students	That as far as possible the RD is able to advise on fundraising in partnership with the regions marketing representative, in particular to assisting with applying for funds from funding organisations, charities and trusts etc and be able to give advice to clubs on local fundraising ideas.

<p>To hold regular regional meetings with instructors or their representatives for the benefit of the region and it's students</p>	<p>That as much as is practical given time and geographic constraints the RD is to organise meetings between the regions instructors on a regular basis so that issues affecting the region can be addressed.</p>
<p>To attend all regional gradings</p>	<p>That as often as possible the RD should attend each regional grading. This is an excellent time to hold regional meetings, meet new students, and be available to anyone to answer questions etc. The RD is also responsible for collecting each clubs grading fee and forwarding to the secretary or nominating someone to do this task</p>