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Approver:	Board of Directors

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1.0 PURPOSE

The sole purpose of the Regional Leadership Council is to coordinate and execute the mission of SHPE locally among chapters and community members with the support of a SHPE staff position of Regional Coordinator/Director.

2.0 MEMBERSHIP & REPORTING STRUCTURE

There are seven regional councils, one for each SHPE Region. Each Regional Leadership Council shall consist of, at a minimum, the following positions:

- Regional Coordinator/Director (paid SHPE staff position)
- Professional Member Lead
- Graduate Member Lead
- Undergraduate Member Lead
- Additional members may be selected and appointed by the Council. These members may include any constituent-based roles deemed appropriate (i.e.,SHPEtina Lead, Pride Lead, and Junior Member Lead), as well as other functional or task oriented roles (i.e., social media coordinators, event coordinator, volunteer lead, etc.)

3.0 DEFINITIONS

Term	Definition
Candidate	An individual applying to serve on the Regional Leadership Council.
Candidate Sourcing	The methods used to identify potential candidates for the Regional Leadership Council.
Appointed Council Member	An individual selected and approved by the Regional Director and the National Board of Directors Overseer.

4.0 CANDIDATE SOURCING

Candidates for Council appointments may be identified through the following methods, but not limited to:

- Using SHPE's Network:
    - STAR Award winners, Lifetime Members, and other notable network contacts.
- Open Call to Members/Chapter Leaders:
    - Public announcements to invite self-nominations and third-party nominations.

5.0 CANDIDATE EVALUATION CRITERIA

Candidates will be evaluated using a holistic process based on their expertise in the skill sets identified as gaps by the nomination committee, including but not limited to:

- Leadership and Management Experience: Successfully served as SHPE Chapter leader.
- Commitment to SHPE's Mission, Culture, and Values: Alignment with SHPE's core values and vision.
- Mentorship and Development: Demonstrated mentoring and development experience with the commitment to mentor in the SHPE organization.
- Diversity and Inclusion: Promoting diversity in STEM fields and industries.
- Active SHPE Member in good standing
- SHPE Member of the region and living in the region that they're serving
- Undergraduate and Graduate Students: Student must be in good academic standing during the term they are serving.
- Candidate will be a student through the entirety of their term

6.0 APPOINTMENT PROCESS

The Regional Director will:

- Source Candidates: Use the outlined sourcing methods to generate a pool of candidates.
- Screen and Shortlist: Evaluate the qualifications and fit of candidates by the 2nd Monday in April (This evaluation will be completed with a consultation with Board Overseer).
- Interview: Conduct interviews to assess candidates' motivations and suitability. Complete interviews by the last Friday in April.
- Select the Candidates: Announce the selected candidates first week in May.
- For existing Council members seeking a subsequent term, they will need to re-apply for the position.

7.0 TERM LIMITS AND SUCCESSION PLANNING

Once appointed, an individual may serve up to 3 consecutive 2-year terms for Professionals and 2 consecutive 1-year terms for Undergraduate and Graduate students.

Candidates wishing to apply to be reappointed are asked to issue a request for re-appointment affirming:

- The candidate's desire to be appointed or reappointed,
- Statement of interest (what the nominee intends to bring to the committee, organization, and accomplish during their term) for why appointment should be approved.

8.0 NOMINATION TIMELINE

- Annual Nomination Period: Council appointments, and re-appointments, shall be conducted once per calendar year for Students and every 2 years for Professionals. The nomination period will open on the 1st Monday in February and close on the last Friday in March.
- Submission Deadline: All nominations packages must be submitted to a designated contact by the closing date to be considered for the current year's appointment cycle.

9.0 APPOINTMENT TIMELINE

- Review and Selection: The Regional Director and the Board Overseer will review all submissions that have met the rules and guidelines provided in this policy. Candidates will be notified of their nomination status by the 1st week in May.
- Appointment Announcement: Final appointments will be announced by the 1st week in May, with new council members commencing their term on July 1st.

10.0 COMMUNICATION PLAN

To ensure transparency and clarity throughout the process, internal communication procedures are identified.

- Initial Announcement:
    - Purpose: Inform potential candidates as defined in Candidate Outsourcing Section 3.0.
    - Method: Email, internal newsletter, and/or website.
    - Timing: One week before the nomination process begins.
    - Content: Overview of the nomination process, key dates, and contact information for the Nominating Committee.

- Regular Updates:
    - Purpose: Keep all stakeholders informed about the progress of the nomination process.
    - Method: Weekly email and/or newsletter.
    - Timing: Throughout the nomination period.
    - Content: Status updates, upcoming deadlines, and any changes to the process.

- Final Notification:
    - Purpose: Inform stakeholders of the final candidates and next steps.
    - Method: Email and/or website.
    - Timing: After the Regional Director has selected and notified the final candidates.
    - Content: List of final council members and their corresponding terms.

11.0 MEETINGS

- The Council will meet at least quarterly, or at such other intervals as circumstances dictate as determined via collaboration amongst the Regional Coordinator/Director and Regional Council.

- To foster open communication, all Regional Coordinators/Directors will meet with SHPE's senior leadership on a regular basis or during scheduled staff meetings. The purpose of this meeting shall be for the Regional Coordinators/Directors to: 1) highlight their local coordination and execution on SHPE's mission; and 2) discuss any challenges and/or best practices they have identified. Regional Council may also recommend formal actions to SHPE National Office.

12.0 RESPONSIBILITIES

Goals

- Maximize local stakeholder engagement;
- Elevate and confront local challenges faced by SHPE chapters and membership;
- Promote diversity and growth across SHPE membership;
- Enhance SHPE's impact on the STEM community by implementing and growing SHPE National programs and events on a local level across the nation.

Regional Development: 50%

- Develop and oversee the regional execution of a Regional Strategic Plan that is fully aligned with the organization's strategic goals and approved by SHPE National Office.
- Develop or maintain a regional structure for making regional decisions regarding regional meetings, events, and activities.
- Promote the participation of chapters in the Chapter Management Tool (CMT) as a chapter requirement to remain in good standing with SHPE National.
- Build and develop a pipeline of local and regional leadership.
- Serve as a catalyst to support the success of the local chapters and members by:
    1. Assisting those chapters whose membership is not renewing or appear to have organizational difficulties;
    2. Being knowledgeable of SHPE programs and resources available to assist chapters and members (i.e. program financial support, scholarships, etc.);
    3. Building regional cohesiveness to effectively share best practices within the Region and across all of SHPE nationwide.
- Assist in the establishment of new chapters and membership recruitment and retention.
- As appropriate for events: In partnership with events, support regional logistics and communications related to spring event/RLDCs, NILA, National Convention.

Chapter Leader Development & NILA: 25%

- Oversee the National Institute for Leadership Advancement (NILA), including curriculum design, content development, and event logistics.
- Lead a year-round chapter leader development webinar series, building on NILA principles to sustain engagement and growth throughout the year.
- Collaborate with other SHPE teams to integrate chapter and leadership development resources into SHPE's learning management system (LMS).
- Support and expand the Chapter Leader MentorSHPE program, fostering meaningful mentoring relationships to develop future SHPE leaders.

National Chapter Program: 10%

- Support chapter needs identified via chapter check-ins via 1:1 chapter coaching and small group virtual training.

- Review and score chapter reports. Communicate scores to chapters and provide 1:1 coaching as needed.
- Support national chapter award program via identifying chapters and coordinating their attendance at National Convention.

Chapter Operations & Governance: 15%

- Complete professional chapter profit share reporting twice a year. Support finance with contacting chapters as needed for fund disbursement.
- Review chapter applications and communicate status updates with pending chapters. Create slides for NBOD approval of pending chapters.
- Provide new & reactivated chapter onboarding. Meet with new and struggling chapters quarterly in partnership with their respective Regional Leadership Team.
- Attend monthly chapter advisor meetings; lead chapter advisor bi-annual meetings
- Support NBOD efforts to create and update governance structure for chapters based on chapter type

12.0 COMMUNICATION

- Develop and maintain a current and relevant regional website as well as any other web-based communication platforms as appropriate;
- Assure that all chapters are timely notified of SHPE National communications and updates;
- Establish and maintain open channels of communication among regional chapters;
- Support the distribution of timely information on SHPE's convention, regional conferences, and local events as well as programs and other opportunities offered by SHPE and its partners.
- Create opportunities to educate the regions and chapters about SHPE National programs to ensure strong awareness, participation, and execution at a local level.

13.0 FINANCIAL RESPONSIBILITIES

As appropriate, support

- Fundraising: In partnership with external relations, support regional fundraising efforts via connecting regional leaders with corporate partners
- Budget: In partnership with finance, approve budget reimbursement and expenses

14.0 SHPE NATIONAL EVENT SPONSOR

- Actively participate in SHPE National events (e.g. National Convention, NILA)
- Coordination of regional volunteers to support SHPE staff through volunteering and participating in registration, career fair, planning committees, etc.

15.0 GENERAL PROVISIONS

- Regional Coordinators/Directors or Regional Councils may not enter into formal agreements or commit/spend SHPE National resources without pre-approval from SHPE's National Office. Any such pre-approvals shall be documented in writing via email to be considered authorized.
- Regional Coordinators/Directors in collaboration with Regional Councils may establish committees and subcommittees of its members, as it deems appropriate to assist it in its responsibilities, provided that it retains ultimate ownership for such matters.

- In the course of fulfilling its duties, Regional Coordinators/Directors shall seek direction and guidance from the SHPE CEO.

16.0 EFFECTIVE DATE AND RETENTION

This committee policy is effective on the date of the "Effective Date" listed in the header of this document. It is effective for a period of two years, at which point, it will be reviewed and updated (as appropriate) by the Owner. Revisions may be incorporated, as needed, at any point the CEO deems appropriate.

17.0 POLICY ADHERENCE

Failure to adhere to the guidelines set out in this Policy may result in disciplinary actions, including the removal of a Board member and/or a key individual of the Nominations Committee if necessary. The SHPE National Board is responsible for ensuring compliance with this Policy.

Signature:_____ Date: _____

Title: _____

18.0 REVISIONS

REVISION HISTORY			
Version	Effective Date	Description of Change	Owner
1.0	March 2, 2026	Establishment of Policy	W. Davis