



promoting the power  
of facilitation worldwide

## **Role Description & Screening Criteria:**

### **Regional Director for Europe, Middle East and North Africa (EMENA)**

Directors serving a term on the International Association of Facilitators' (IAF) global Board of Directors are expected to participate fully and share in the strategic governance of the Association, on behalf of its membership and in service to the facilitation profession.

#### **Key roles**

- To participate fully in the global IAF Board, sharing responsibility with fellow volunteer Board members for the governance and strategy of the global Association as a whole.
- To provide facilitative leadership to the IAF Europe regional team, sharing responsibility with other volunteers in the EMENA region and ensuring alignment of its strategy and operations with that of the global Association.
- In fulfilling the above two roles, to serve as a formal link between IAF globally & IAF regionally, representing the EMENA region to the Board of IAF and vice versa.

#### **Key responsibilities**

- IAF Global Board:
  - Participate in all Board meetings.
  - Contribute as necessary and appropriate to all global Board policy and operational discussions between Board meetings.
  - Participate (directly or indirectly) in Board working groups and committees as agreed from time to time (especially ones whose work will have a direct affect on regional issues).
  - As other Regional Directors, to submit regular reports to the IAF Board on activities and results in the region.
- IAF EMENA region:
  - To inspire and engage IAF members to volunteer for roles about which they are passionate and which need to be undertaken to promote the power of facilitation within the region
  - Convene, lead and document regular meetings of the IAF Europe regional team and those who have taken on region-wide responsibility
  - Contribute as necessary and appropriate to all regional policy and operational discussions.



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- Ensure that the regional team has the capacity to maintain regular contact with members in the region, and that it does so in alignment with IAF’s global policy and strategy – e.g., at minimum by maintaining a regional website, publishing a regular newsletter and directly welcoming new & renewing members and responding to members’ requests for information & advice.
  - Ensure that the regional team has the capacity to deliver conferences and other professional development services in the region, and that it does so in alignment with IAF’s global policy and strategy – e.g., at minimum by delivering a regular regional conference.
  - Ensure that the regional team has the capacity to broadly seek to expand the regional membership and its involvement with the IAF, and that it does so in alignment with IAF’s global policy and strategy – eg: at minimum through conferences & professional development and communications & publications (as above), and by supporting to members to initiate local groups and ultimately chapters of IAF members.
  - Ensure that the regional team has the capacity to manage the region’s finances effectively, and that it does so in alignment with IAF’s global policy and strategy – e.g: by agreeing in advance an annual budget, and regularly monitoring performance against it.
- Ensure that there is appropriate succession to the role before the expiry of the Regional Director’s term of office.

### Screening Criteria for Regional Directors

Below is a summary of the screening criteria used to determine the eligibility of a member for the role of a Regional Director:

Criteria	Essential qualities	Desirable qualities
Additional qualities particular to the role	<ul style="list-style-type: none"> <li>• Knowledge and experience of IAF and the profession at the regional level, e.g.: by experience of an IAF regional conference</li> <li>• Good networking skills</li> <li>• Ability to administer and manage budgets</li> <li>• Fluent or competent in at least one key regional language</li> </ul>	Prior leadership experience within IAF at the regional or chapter level