



REGIONAL VICE-PRESIDENT

JOB DESCRIPTION

CICA is divided into four California Regions: Southern, Central, Northern, and Valley Mountain.

Each Region has at least one Vice-President and optimally two.

Each Regional Vice-President is a member of the CICA Executive Committee

Executive Committee Member Duties Include:

1. A twice monthly Executive Committee conference call; on the 2nd and 4th Friday of the month from 11 a.m. to 12 noon
2. A monthly Statewide Conference Call on the 3rd Wednesday of the month from 10 a.m. to 11 a.m.
3. Sub-committee activity as needed
4. A desire to assist in all activities required of Committee members to manage and improve CICA
5. Regional Vice Presidents do as much as they are able. For those who don't drive, the telephone and e-mail will be the prime means of communication
6. A functioning computer with an e-mail program and the ability to communicate via e-mail are requirements.

Regional Vice-President Duties Include:

1. Keeping in close contact with the Advisory Committee (AC) Chair and/or CICA representative of each member county in your region.
2. Encouraging all CICA member counties to have their representative and other members on the monthly CICA calls.
3. Be a source of information or referral source for AC members on all issues having to do with
 - AC functioning and development
 - Best practices for AC mandate fulfillment
 - Current IHSS issues.
4. Assist in the development of Regional Conferences held by CICA, at least one a year
5. Reach out to non-member counties in your Region to get them to join CICA
6. Organize visits to ACs in your region (either at their request or CICA's outreach) for development, recruitment, best practices training and information.
7. Be creative in developing strategies and programs that will enhance CICA and individual AC's in your Region.
8. Have fun!!! We are all in this together and HELP each other!