

## **Volunteer Regional Coordinator (RC)**

### **Goals of the Regional Coordinator (RC):**

- Mentor facilitators and Local Coordinators (LCs) as they apply SMART Recovery principles in their volunteer roles;
- In conjunction with Central Office staff, help other volunteers understand SMART Recovery principles more fully and consider how to apply them in growing SMART meetings in their region;
- Assist regional LCs and area facilitators in their areas;
- Offer guidance in starting and facilitating meetings, and general support to regional LCs and area facilitators; and
- Leverage SMART Recovery USA resources to increase the number and availability SMART Recovery meetings.

RCs will provide guidance to LCs on new meeting development, speaking requests, and administrative support for local meetings. RCs may help arrange new meetings in their area and may occasionally facilitate new meetings to model how to conduct meetings. Many RCs also function as meeting facilitators on an ongoing basis. Ideally, each state will have an RC with several LCs supporting areas within the state.

### **Regional Coordinator Contributions:**

- Assist Central Office handle regional complaints and work with facilitators to improve skills when issues arise;
- Attend and participate in quarterly online Regional Coordinator meetings to report on past, current, and prospective activities, successes, and goals for their assigned area;
- Follow up, develop, and support area LCs with resources necessary to assist local facilitators, ensuring communications are shared from RC meetings or the Central Office;
- Keep in contact with regional LCs at least once between quarterly RC meetings, focusing on what is working well, what is needed to grow meetings, and how to maintain area SMART Recovery meetings;
- Distribute marketing and promotional material when announcements are made;
- Serve as a clearinghouse to provide ideas/feedback to the Central Office from volunteers within their area;
- Attend the SMART Recovery Conference, as feasible;
- Encourage LCs and facilitators to organize and participate in Recovery Month activities;
- Identify, recruit, nominate, and transition replacement RCs prior to term completion; and
- Create and maintain a regional LC contact spreadsheet.

### **How to Become a Regional Coordinator:**

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Thank you for your interest in SMART Recovery. If you are interested in being a Regional Coordinator and have been a facilitator for a minimum of one year, please email a letter of interest, containing the following information, to the RC Chair.

- Your general background and reason for interest;
- Your history with SMART Recovery, including how and when you came into contact with SMART Recovery and how long you've been facilitating a SMART meeting;
- How you see yourself contributing to SMART Recovery in your RC role;
- Goals you have in mind for your region; and
- Anything else about you which you feel would help you in the position.

Letters of interest are reviewed by the RCs, shared with the Assistant Executive Director, then forwarded to our Board President for review and, if approved, official appointment.

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