

Summary of Responsibilities

The Regional Coordinator is the principal volunteer responsible for successfully conducting an annual regional meeting for the Society of Biblical Literature (SBL). In this capacity, the Regional Coordinator serves the members of the Society by providing a Call for Papers, ensuring a fair and equitable process of presentation review and selection, and holding a meeting that fosters Biblical scholarship according to the standards valued by the SBL. The Regional Coordinator is responsible to the Society as a whole and to the Executive Director of SBL specifically in all matters legal and fiscal, as well as in ethical standards of leadership and quality standards of scholarship.

Key Duties

1. The Regional Meeting

- The Regional Coordinator is principally responsible for the successful conduct of all facets of the annual regional meeting.
- The Regional Coordinator must circulate the Call for Papers widely, and in a timely fashion, in order to provide as many of the Society's members traditionally affiliated with the region an opportunity to participate in the meeting.
- The Regional Coordinator should encourage new members and student members to participate in the regional meetings. The regional meetings function as one entry point for new Biblical scholars into the Society and the field.
- The Regional Coordinator should oversee the fair and equitable nomination process in his or her region for the national Regional Scholar Award.
- The Regional Coordinator is the volunteer chiefly responsible for operating the meeting on a fiscally sound footing, and for ensuring that the regional meeting adheres to all legal requirements. The SBL Staff is readily available for assistance in this regard.

2. Relations to the Society

- The SBL will support each region financially and in other ways to ensure that Biblical scholarship is fostered on the regional level. The regions form an important entry point into the field for new and student scholars. In addition, the regions have the potential to provide creative and new services to the members of the Society.
- The Regional Coordinator is ultimately responsible to the SBL and must adhere to its policies and procedures.
- The Regional Coordinator must ensure that SBL receives proper and prominent recognition in all communications and at the regional meeting.
- Except in unusual cases demanded by other responsibilities, Regional Coordinators must attend the meeting of the Committee of Regional Coordinators, held on the Friday afternoon prior to the Annual Meeting of the SBL. In addition, the Regional Coordinator must be available to the chair of the Committee of Regional Coordinators for consultation throughout the year, as well as to SBL Staff.

3. The Regional Board

- Per SBL policies, each region must have a board or committee that oversees the operations of the region in general, as well as the program of the meeting. This board also assists the Regional Coordinator in fulfilling all of her or his responsibilities to the members of the Society. See the "North American Regions Administration and Structure" document for more information.