



**PLUMBING-HEATING-COOLING
CONTRACTORS ASSOCIATION®**
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Duties and Responsibilities of a PHCC Zone Director

The responsibility of the Board of Directors is to preserve, maintain, and enhance the PHCC National Association. Directors oversee PHCC National's operations and make sure that its staff and volunteers act legally and ethically using the following principles:

- The Board of Directors sets policy and provides direction, and the Association staff implements those policies and directions.
- The Board of Directors should be intimately familiar with PHCC Bylaws, Policies, and the strategic plan.

Boards also have the following duties:

1. **Duty of Care:** Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and goodwill.
2. **Duty of Loyalty:** Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation, *not in the best interest of the individual board member* (or any other individual or for-profit entity).
3. **Duty of Obedience:** Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

While a Zone Director may be active in a local and/or state association, he/she must remember that the first responsibility is to the National Association. Within the zone, a director represents the National Association and its contractor members. The director also plays a vital role in the formulation of Association policy and must see that the state and local associations in the assigned zone area are kept well informed of national activities.

Zone Directors should:

- Attend all PHCC-National Association Board of Directors meetings. Zone Directors are expected to share information about chapters in their zone during the Board of Directors meetings, including updates in key strategic areas. *Estimated time commitment – 3 days, depending on location. Travel to meeting – 1-day, Full day board meeting – 1 day, travel home – 1 day.*

- Attend state conventions for states represented in the assigned zone area and submit a Convention/Meeting Report to the National Association immediately following the event. Zone Directors should be invited and encouraged to speak to the chapter membership at least once on national activities. Association staff will provide talking points for this purpose. Zone Directors may also be asked to preside over the installation of officers. Sample Installation Ceremony scripts are included in the Zone Director Playbook for reference and use. Estimated time commitment – varies on location and the meetings – 1-3 days per state
 - Assist state presidents so that a national officer and companion attending state conventions are properly welcomed and introduced. It is PHCC policy that a national officer attends state conventions every other year, if invited.
- Be in personal contact with each president and chief staff person in his/her zone on a regular basis to help/offer advice. The PHCC Chapter Relations Specialist is available to assist with setting up regular zone calls as needed. Be alert to suggestions, recommendations, problems, and successes and share with board and/or national staff. Estimated time commitment – approximately 1 hour per state per month

Zones/Subzones:

	Expiration Dates		
Zone	2023/2026	2024/2027	2025/2028
1	NJ, NY, Canada	CT, MA, ME, NH, RI, VT	OH, PA, WV
2	AL, FL, LA, MS	GA, KY, NC, SC, TN, VI	DE, DC, MD, VA
3	IL, IN, MI	AK, ID, MT, OR, WA, WY	IA, MN, ND, SD, WI
4	AZ, CA, HI, NV, UT	AR, NM, OK, TX	CO, MO, NE, KS