

SECTION III

JOB DESCRIPTIONS

(Complete review done: 12/2008)

REGION DIRECTOR Job Description

1. Serves as presiding officer of the region executive board and region board of directors.
2. Is familiar with region and national bylaws and policies and procedures, *Officers' Notebook*, job descriptions, and necessary manuals.
3. Appoints standing committee and special committee chairmen, subject to executive board approval, with the assistance of the nominating committee.
4. Serves as ex-officio member of all committees except the nominating committee.
5. Is well informed on all EGA activities and informs chapters and the region about these activities.
6. Serves on the national board of directors as a member of the regions committee and other committees as requested.
7. Prepares reports as requested for the national board.
8. Communicates with the national vice president regularly.
9. Sends copies of significant correspondence to the following national personnel: president, vice president, and executive director.
10. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
11. Frequently reviews the region website and makes sure information there is timely and fresh. Submits changes to webmaster.
12. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.2) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
13. Communicates with other regions to help unify and strengthen chapters, regions, and EGA.
14. Contacts prospective chapters to determine their eligibility for charter.
15. Assists chapters when dissolution is necessary.
16. Communicates positively to chapters about the region's goals and activities.
17. Uses every opportunity to learn the region's opinions, concerns, and suggestions and relays them to the appropriate national officers and the national board.
18. Acts as a liaison among all levels of EGA: chapter, region, and national.
19. Maintains a file on each chapter.
20. Maintains permanent files containing:
 - a. Copy of each chapter charter
 - b. Original, signed copies of all current chapters' bylaws
 - c. Original, signed copy of current region bylaws
21. Is an alternate signatory on the region checking account.
22. Reviews pertinent budget lines as submitted by treasurer.
23. Maintains complete records: all letters, reports, questionnaires, expenses, telephone calls, and memos.
24. Prepares a message for each issue of *Border to Border*.
25. Is responsible for and receives reports of all region activities.
26. Identifies potential leadership within the region.
27. Attends chapter meetings if possible.
28. Keeps the assistant region director (ARD) apprised of region activities so that the ARD would be familiar with the files and could be called on in case of a personal emergency of the RD's.
29. Selects an audit committee.
30. Signs all contracts at the region level with financial obligations to EGA.
31. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

ASSISTANT REGION DIRECTOR
Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains the region's assistant director files, including reports, correspondence, records of telephone calls and memos, and files of any special project of which they are in charge.
11. Is well informed and up-to-date on all EGA activities.
12. Is prepared to assume duties of the region director if the director is unable to serve.
13. Is positive about EGA and region goals and programs.
14. Uses every opportunity to learn the region's opinions, concerns, and suggestions and relays them to the region director.
15. Assists the region director in all activities.
16. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

SECRETARY Job Description

1. Serves as a member of the region executive board and the region board of directors.
 2. Attends all meetings of the executive and region boards.
 3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
 4. Sends the region director copies of significant correspondence.
 5. Receives advance copies of any report(s) to be made at region meetings.
 6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
 7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
 8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.2) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
 9. Reviews pertinent proposed budget line(s).
 10. Records the minutes of all region meetings. These minutes are the permanent, official record of Region business.
 11. Sends copies of the minutes to the region director within two weeks of the meeting(s) for proofing.
 12. Sends copies of the minutes to all region board members, chapter presidents, and the national vice president. Board packets for board members not in attendance at meetings, to be included with the minutes.
 13. Keeps attendance records of meetings.
 14. Assembles and distributes meeting information packets.
 15. Opens all ballots and tabulates all votes by ballot. Reports results to the region director. Files ballots.
 16. Maintains archival files of all minutes.
 17. Keeps a second file of minutes for reference at meetings.
 18. Sends copies of significant correspondence to the region director.
 19. Sends officer election ballots to each chapter region representative after the annual meeting with instructions that they be returned to the region secretary by such date that the elected officers' names may be published in the December issue of *Border to Border*.
 20. Notifies the region nominating committee chairman, the region director, and the newsletter editor of the results of the election.
 21. Maintains the master copy of the *Region Officers' Notebook* (RON) on CD and website.
Protocol for changes to RON on website:
 - a) Changes will come from:
 1. Board meetings and/or e-mail "meetings"
 2. Region director
 - b) Region Secretary will send approved changes to webmaster:
 1. Sends entire Section where change(s) took place so webmaster only has to replace the Section.
 2. Sends the information in the format required by the webmaster.
 - c) Webmaster will make changes on the website.
 - d) Webmaster will inform region secretary that changes are posted on the website.
 - e) Region secretary will notify region board members that changes have been made to the online *Region Officers' Notebook*.
 - f) A list of where the changes have been made will be included in the notification.
 22. Once a year (December 1st), sends an updated version of the RON in hard copy or CD to any board member who doesn't wish to use a computer for referencing.
 23. Maintains a current mailing list of chapter officers and notifies board members of changes.
 24. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.
-

TREASURER

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at Region meetings.
6. Sends articles and information to the Newsletter Editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the Region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to Webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region director. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains the archival file of the treasurer's records.
11. Makes timely deposits in appropriate accounts of all monies received.
12. Write checks for authorized expenditures.
13. Prepares an Annual Financial Report each year, sending copies to EGA headquarters.
14. Presents a financial report at each meeting. Copies of this report shall be available for inclusion in the information packet distributed at the beginning of each meeting.
15. Prepares the annual budget with the assistance of the region director and with information received from all officers and committee chairmen.
16. Sends the proposed budget to the region executive board for initial approval with a November 1st deadline of the year prior to the implementation of the budget. After necessary revisions, sends the proposed budget to the region representatives of all the chapters, for approval with a December 1st deadline of the year prior to the implementation of the budget.
17. Apprises the region director of quarterly chapter membership numbers as reported on Region Dues Forms.
18. Sends balance report of scholarship funds to the Directors' Club chairman.
19. Sends copies of significant correspondence to the region director.
20. Presents books for audit annually during the period between the close of the fiscal year and the submission of the Annual Financial Report.
21. Abides by the EGA *Chapter/Region Financial Guidelines - Guidelines for Treasurer* (EGA website: www.egausa.org – go to Members Area, Forms & Guides, Manual section).
22. The region director shall be designated as an alternate signatory for checks.
23. Transfers all books and records to successor after the audit following term of office.

NOMINATING COMMITTEE CHAIRMAN

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains files of the committee including forms, reports, member profiles, and correspondence.
11. Selects two other members from diverse areas of the region to serve on the nominating committee. Presents the names of these two members to the executive board for approval at the first meeting in the even-numbered years. Notifies the region director of these names six weeks before the region meeting so that this information may be included in the call to meeting.
12. Sends profiles of the two committee members for publication in *Border to Border* immediately after their approval by the executive board.
13. Holds committee meetings at region meetings, if possible.
14. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

NOMINATING COMMITTEE CHARGE

1. Is familiar with the Job Descriptions of the Officers and Standing Committee Chairmen in order to place the proper person in each job.
2. Is familiar with the Region Bylaws and Policies and Procedures, as well as, the National Policies related to the Committee.
3. Actively works within the region to obtain names of qualified people to serve at the region level.
4. Presents a slate of candidates, one name for each elective office, at the region annual meeting. The names and résumés of these candidates shall be reported in *Border to Border* or mailed to each chapter president and region board member not less than six weeks prior to the annual meeting.
5. Consent to serve must be obtained from each candidate prior to presenting their name on the slate. Each candidate must also be endorsed by their chapter president and region representative.
6. It is recommended that the outgoing region director be considered for chairman of the nominating committee.
7. Nominations from the floor will be accepted at the annual meeting.
8. After the annual meeting, the region secretary will mail a ballot to each chapter president with instructions that they be returned to the region secretary by such date that the elected officers' names may be published in the December issue of *Border to Border*.

BYLAWS CHAIRMAN
Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to Region Treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains the region's bylaws files, including reports, correspondence, and archival file of bylaws and policies.
11. Is familiar with basic parliamentary procedure and is able to act as parliamentarian at region meetings.
12. Assists chapters in regard to bylaws and policies.
13. Ascertains that RMR bylaws and policies are up-to-date.
14. Chairs committee to rewrite bylaws and policies as necessary.
15. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

OUTREACH CHAIRMAN

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Provides written reports to the national outreach chairman (lists of activities) as requested.
11. Maintains the region files of community outreach, including project forms, correspondence and reports.
12. Serves as a clearinghouse for community outreach information between chapters. (*Region Officers' Notebook*, Use Form VI.F.1 - Outreach and/or Form VI.G.1 - Youth)
13. Coordinates outreach exhibit at national seminar held within the region or at other functions as requested.
14. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

EDUCATION CHAIRMAN

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at Region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the Region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to Webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains the region's education files, including reports, questionnaires, correspondence, and educational material.
11. Acts as information source on all phases of national education programs and services.
12. Sees that copies of material received are made available to all chapters in the region.
13. Conducts programs detailing national education programs and services at region meetings and seminars, chapter meetings or as requested by region director.
14. Receives from chapter education chairmen, information on completion of Correspondence Courses, Independent Study and other educational programs.
15. Reports any problems incurred by chapters regarding national education programs to region director so that information may be relayed to the appropriate EGA chairman or officer.
16. Sends region director suggestions and requests for changes or improvements in national education programs.
17. Coordinates region-sponsored Correspondence Courses.
18. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

FUND RAISING CHAIRMAN
Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s)..
10. Maintains the region's file of fund raising, including reports, financial records of activities, correspondence, and projected fund raising ideas.
11. Presents ideas for fund raising to the board.
12. Acts as chairman for all fund raising activities.
13. Keeps a record of all items distributed, returned, and sold.
14. Has fund raising items available for sale at all region meetings.
15. Collects and sends money to RMR treasurer for all fund raising sales.
16. Sees that region director has supply of region pins.
17. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action

NEWSLETTER EDITOR

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
7. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred
8. Reviews pertinent proposed budget line(s).
9. Receives newsletters and Change of Officer notifications from chapters.
10. Maintains the region's newsletter files, including the archival file of *Border to Border*, records of payment, information, reports, and correspondence.
11. Sends a copy of *Border to Border* via email to:
 - a. Region board of directors
 - b. National board of directors
 - c. National newsletter reviewer
 - d. All other region newsletter editors
 - e. RMR chapter presidents
 - f. RMR chapter newsletter editors
 - g. Advertisers
12. Solicits appropriate advertising.
13. Is aware of copyright laws.
14. Is familiar with *Guidelines for Newsletter Editors*.
15. Sees that members are aware of deadlines.
16. Brings advertising rate-change proposals before the board.
17. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

PROSPECTORS CHAIRMAN
Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Maintains the region's Prospectors files, including reports and correspondence.
11. Maintains photo notebook of Prospectors exhibit.
12. Works in conjunction with seminar committee to plan an annual exhibit.
13. Holds meeting in conjunction with seminar exhibit, when necessary.
14. Plans workshops, if requested.
15. Provides registration forms, insurance forms, certificates, artist statements, entry identification, and coordinates each Prospectors exhibit.
16. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

HISTORIAN

Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
9. Reviews pertinent proposed budget line(s).
10. Collects, maintains, and preserves pertinent information concerning the following aspects of the Rocky Mountain Region:
 - a. Chapter charter dates and dissolution dates in chronological order, and the name of the cities where chapter meetings are held.
 - b. Region directors, dates of term of office, and list of board members.
 - c. Region seminars, dates, names of chairmen, and any other available information concerning the seminars. Locations of region board meetings.
 - d. Clare Award history and recipients.
 - e. Any other region information, photographs, publicity releases, brochures, etc., deemed important to preserving the history of the region.
11. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

DIRECTORS' CLUB CHAIRMAN
Job Description

1. Serves as member of the region executive board and region board of directors.
2. Attends all region executive board and region board meetings.
3. Is familiar with region bylaws and policies.
4. Maintains scholarship fund files, including reports, written and telephone correspondence, financial matters, and original scholarship applications.
5. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred.
6. Keeps Directors' Club members apprized of fund status, deadlines, and progress of scholarship recipient's required written evaluation.
7. Notifies region members through *Border to Border* about current year's scholarship.
8. Places notice in *Border to Border* the name of scholarship recipient.
9. Writes thank-you notes to fund donors.
10. Notifies family members when possible of memorial donations.
11. Receives all scholarship applications and forwards copies with personal identification of applicant removed to the Directors' Club members within 5 days of receipt.
12. Verifies scholarship application information as necessary.
13. May seek additional information concerning the applicant from chapter officers if necessary.
14. Notifies all applicants of the Directors' Club decision within six weeks of receipt of the application.
15. Maintains contact with recipient regarding the required written evaluation.
16. Serves as chairman of any scholarship fund raising project unless she or the committee decides otherwise.
17. Sends secretary advance copy of report to be made at each region meeting.
18. Sends region director copy of significant correspondence.
19. Reviews pertinent proposed budget line.
20. Receives regular reports from treasurer regarding available scholarship funds.
21. Sends articles and information to newsletter editor for each issue of *Border to Border*.
22. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action.

DIRECTORS' CLUB CHARGE

1. Consists of past region directors of RMR who are current RMR members.
2. Receives and reviews applications and awards scholarships depending on merit of proposals submitted and funds available.
3. May conduct fund raising to benefit scholarship fund.
4. Is familiar with scholarship policies.
5. Receives reports from chairman regarding fund status, deadlines, and required written evaluation report by scholarship recipient.
6. Chooses chairman from Directors' Club membership if immediate past region director is unable to serve.

SEMINAR COORDINATOR
Job Description

1. Serves as a member of the region executive board and the region board of directors.
2. Attends all meetings of the executive and region boards.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Sends the region director copies of significant correspondence.
5. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
6. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
7. Frequently reviews the portion of the region website that pertains to the job and makes sure information there is timely and fresh. Submits changes to webmaster.
8. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred
9. Reviews pertinent proposed budget line(s)..
10. Acts as a liaison between RMR executive board and "in progress" seminar committees.
11. Provides positive encouragement, advice, and assistance to current/future seminar committees.
12. Provides seminar progress reports to RMR board in the absence of seminar committee
13. Keeps region director and treasurer informed on all appropriate issues.
14. Maintains and keeps current the region's file of applicable seminar guidelines including both RMR and EGA national guidelines.
15. Maintains a file of relevant seminar information from past and current seminars.
16. Utilizes all available resources to insure the success of RMR seminars.
17. Keeps the region electric box. This box consists of electrical power strips, adapters, duct tape, and extension cords, which the region maintains for use at seminars. The inventory of the items in this box is to be kept current by the region seminar coordinator.
18. Gets the electric box to the seminar angel chairman who, in turn, keeps track of the use of the items from the box. These items are only to be checked out to the classroom angels. When seminar is over, the seminar angel chairman must turn the box back over to the region seminar coordinator.
19. Transfers records in good order to successor by January 10 following end of term accompanied by a report on current activities and needed follow-up action

REGION REPRESENTATIVE Job Description

1. Serves as a member of the region board of directors.
2. Attends all region board meetings.
3. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
4. Presents a report of chapter activities, or special information requested by RD, at each meeting.
5. Maintains a file including an up-to-date *Officers' Notebook*, region minutes, correspondence, reports, and other pertinent information.
6. Submits a *Request for Reimbursement* form (*Region Officers' Notebook* RMR VI.B.1) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Such records will be submitted by 3/15, 6/15, 9/15, and 12/15. Requests must be submitted within the year that the expenses were incurred
7. Keeps an inventory of region items, pins, and current fundraisers. Promotes the sale of these items and forwards sales money to appropriate officer. Assist or promotes subscriptions to *Border to Border*.
8. Carefully reads *Border to Border* and region meeting minutes in order to inform chapter and appropriate officers of region news. Presents a report at each chapter meeting and prepares an article for the chapter newsletter.
9. Acts promptly on all mailings.
10. Keep RD informed of chapter activities, concerns, and suggestions.
11. Sees that chapter officers are aware of region and national deadlines for reports:
 - a. Year-end annual chapter report due as requested by RD. (usually by Dec.15th)
 - b. Submits any officer and/or contact information changes immediately to EGA headquarters, RD, newsletter editor, and appropriate officers, using Chapter Officer Reporting form in *Region Officers' Notebook* (Form VI.D.1).
 - c. Region dues payable at time national dues are paid.
 - d. Copy of newsletter to RD, assistant RD, region newsletter editor, education chairman, national newsletter reviewer, and other region chapters.
 - e. Minutes of regular and executive board chapter meetings to RD.
 - f. All education activities by chapter or individuals to region education chairman.
 - g. Outreach report to region outreach chairman by December 15.
11. Sends chapter news/article for each issue of *Border to Border*.
12. Provides updates on chapter information to the web master for the region website.
13. Transfers files to successor at end of term.