

Guidelines for Regional Representatives

TERM: Two (2) Year

ELECTION: Even numbers years: Regions 2, 4, and 6; Odd numbered years: Regions 1, 3, and 5

The Regional Representatives serve as communication liaisons between the Nebraska Speech-Language-Hearing Association Board of Directors and the Association's membership. Regions are outlined by counties as detailed in the Association By-Laws.

Nebraska Speech-Language and Hearing Association Deadlines for Office of Regional Representative

January	<ul style="list-style-type: none">*Attend Executive Board Meeting*Submit report for the March <i>The Networker</i> (according to Editor(s) deadlines)*Request a regional list of current members and a list of non-members from Executive Administrator*Contact members and possible members
February	<ul style="list-style-type: none">*Request a regional list from Executive Administrator current members and a list of non-members*Contact members and possible members
March	<ul style="list-style-type: none">* Submit report for the Executive Board agenda
April	<ul style="list-style-type: none">* Attend Executive Board Meeting* Submit report for the June <i>The Networker</i> (according to Editor(s) deadlines)
May	<ul style="list-style-type: none">*Request a regional list from Executive Administrator current members and a list of non-members* Contact members and possible members
June	<ul style="list-style-type: none">* Submit report for the Executive Board agenda*Request a regional list from Executive Administrator current members and a list of non-members*Contact members and possible members* Submit report for the August <i>The Networker</i> (according to Editor(s) deadlines)
July	<ul style="list-style-type: none">* Attend Executive Board Meeting*Request a regional list from Executive Administrator current members and a list of non-members*Contact members and possible members
August	<ul style="list-style-type: none">*Write Goals and Achievements for Annual Business Meeting Book*Request a regional list from Executive Administrator current members and a list of non-members*Contact members and possible members
September	<ul style="list-style-type: none">* Submit report for the Executive Board agenda*Request a regional list from Executive Administrator current members and a list of non-members*Contact members and possible members*Submit report for the November <i>The Networker</i> (according to Editor(s) deadlines)
October	<ul style="list-style-type: none">*Request a regional list from Executive Administrator current members and a list of non-members*Contact members and possible members* Attend Executive Board Meeting*Attend Transition Meeting in October or November

- *Up-date procedure manual
- November *Request a regional list of current members and a list of non-members from Executive Administrator
*Contact members and possible members
- December * Submit report for the Executive Board agenda
*Request a regional list from Executive Administrator current members and a list of non-members
*Contact members and possible members

The following are duties/suggestions for the Regional Representatives:

1. Maintain communication with their regions:
 - Encourage members to renew and non-members to join
 - Send a thank for renewing or thanks for joining
 - What issues would they like NSLHA to address
 - What good things they see NSLHA doing
 - When possible have a regional meeting
 - When possible attend staff meetings, study groups, committee meetings, etc.
 - Send note saying you hope to see them at convention
 - Send notices to region regarding issues affecting their region
 - Keep region up-dated on legislative issues
2. BE VISIBLE AND AVAILABLE FOR YOUR REGION
3. Offer to help find mentors for those new to the profession