

Ancillary Document 2.2.1.3.5
Job Description: REGION EDUCATION

1. **Serves as a voting member** of the Region Executive Committee and Board (if the bylaws so provide).
2. Arranges a committee to assist in **program planning**.
3. **Selects programs** for the following year for the Region with the help of the Program Committee, subject to the approval of the Board.
4. May **survey members** of the Region periodically to obtain information to be used in planning future programs. (See Ancillary Document 2.1.6.2.1.1, Membership Questionnaire, and Ancillary Document 2.1.6.2.1.2, Interest Questionnaire)
5. **Obtains instructors**, makes contractual arrangements (which the Region Director signs) and determines costs for monthly meetings of the chapter, subject to the approval of the Board.
6. **Sends written notice** of the upcoming programs to the Newsletter Editor and Publicity Chair.
7. **Collects monies** for programs and arranges payment to the instructor and any others involved.
8. **Provides written report** of future programs to the Region Newsletter Editor.
9. **Maintains program notebook** for reference.
10. May act as a coordinator with Region chapters.
11. **Instructs successor** and passes on all information pertaining to the office.