

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 Board Meeting*Submit report for the February <i>The Networker</i> (according to Editor(s) deadlines)
February	<ul style="list-style-type: none">*Request a regional list from NSLHA Director of current members and non-members*Contact members introduce yourself to those in your region and invite to Mid Winter Workshop
March	<ul style="list-style-type: none">*Submit report for the Board Agenda
April	<ul style="list-style-type: none">*Attend Board Meeting*Submit report for the May <i>The Networker</i> (according to Editor(s) deadlines)*Request a regional list from NSLHA Director current members and a list of non-members*Contact members and possible members and inform them of May Better Hearing & Speech (BHSM) month events and encourage them to promote our profession etc.
May	<ul style="list-style-type: none">*Participate, if possible, in any BHSM activities scheduled in your region.
June	<ul style="list-style-type: none">*Submit report for the Board Agenda
July	<ul style="list-style-type: none">*Attend Board Meeting*Request a regional list from NSLHA Director current members and a list of non-members*Submit report for the August <i>The Networker</i> (according to Editor(s) deadlines)*Contact members and possible members and encourage them to renew their membership. Promote the half price option for recruiting new members
August	<ul style="list-style-type: none">*
September	<ul style="list-style-type: none">*Submit report for the Board Agenda*Request a regional list from NSLHA Director current members and a list of non-members*Contact members and possible members remind them of the convention in September/October and encourage them to attend
October	<ul style="list-style-type: none">*Attend Board Meeting*Attend Annual Convention*Attend Annual Membership Meeting & Awards Luncheon*Attend Transition Meeting in October, November, or December, if needed*Submit report for the November <i>The Networker</i> (according to Editor(s) deadlines)
November	<ul style="list-style-type: none">*Contact members*Up-date Procedure Manual

- December *Submit report for the Board Agenda
 *Request a regional list from NSLHA Director current members
 *Contact members and invite them to the Senator's breakfast

The following are duties/suggestions for the Regional Representatives:

1. Maintain communication with their regions on at least a quarterly basis. These communications can be through the regular mail, e-mail or other electronic means
 - 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