

SECTION III

JOB DESCRIPTIONS

(Complete review done: 4/2017)

(Revision 9/2022)

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, *Region Officers' Notebook (RON)*, job descriptions, and online resources from EGA website.
3. Appoints standing committee and special committee chairs, 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. Writes the Call to Meeting and instructs secretary to send it out per policies & procedures protocol (*Section II – Region Meetings*) thirty (30) days prior to the meeting.
12. Writes the meeting agenda and instructs the secretary to send it out per policies & procedure protocol (*Section II – Region Meetings*) ten (10) days prior to the meeting.
13. Frequently reviews the region website and makes sure information there is timely and fresh. Submits changes for the web liaison to post
14. Receives limited reimbursement for travel to region and national meetings (*RMR Policies & Procedures, Section III – Finances*)
15. Submits a Request for Reimbursement form (*Region Officers' Notebook, Individual Forms, Sec B*) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
16. Communicates with other regions to help unify and strengthen chapters, regions, and EGA.
17. Sends a monthly communication to the region board with updates on region and national issues and news.
18. Contacts prospective chapters to determine their eligibility for charter.
19. Assists chapters when dissolution is necessary.
20. Communicates positively to chapters about the region's goals and activities.
21. Uses every opportunity to learn the region's opinions, concerns, and suggestions and relays them to the appropriate national officers and the national board.
22. Maintains a file (electronic or hard copy) on each chapter which contains meeting and board minutes, newsletters, and pertinent correspondence.

23. 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
24. Is an alternate signatory on the region checking account.
25. Reviews pertinent budget lines as submitted by treasurer.
26. Maintains complete records: all correspondence, reports, questionnaires, expenses, and records of communications (Examples: phone calls, emails, etc.).
27. Prepares a message for each issue of *Border to Border*.
28. Is responsible for and receives reports of all region activities.
29. Visits region chapters whenever possible.
30. Keeps the assistant region director (ARD) apprised of region activities so that the ARD is familiar with all region and national activities and could be called on in case of an emergency.
31. Appoints an audit committee in December in consultation with the region treasurer.
32. Signs all contracts entered into at the region level.
33. Transfers records in good order to successor by January 31 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 for the web liaison to post.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook, Individual forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Is positive about EGA and region goals and programs.
12. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
13. Is prepared to assume duties of the region director if the director is unable to serve.
14. Serves as seminar/retreat coordinator, as well as event coordinator. (*See job description below*).
15. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project of which they are in charge.
16. Attends one (1) national board meeting in third year of term, if moving to region director position. Receives limited reimbursement for this travel.
17. Is well informed and up to date on all EGA activities.
18. Uses every opportunity to learn the region's opinions, concerns, and suggestions and relays them to the region director.
19. Assists the region director in all activities.

REGION TREASURER

Job Description

1. Attends all meetings of the executive and region boards.
2. Must have the ability to use the computer financial software owned by the region.
3. Must have bookkeeping and/or accounting skills.
4. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
5. Sends the region director copies of significant correspondence.
6. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
7. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
8. 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 document chair and web liaison.
9. Receives limited reimbursement for travel to region board meetings.
10. Submits a Request for Reimbursement form (***Rocky Mountain Region Notebook, Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
11. Reviews pertinent proposed budget line(s).
12. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
13. Is positive about EGA and region goals and programs.
14. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
15. Abides by the EGA Chapter/Region Financial Guidelines (**EGA website: <https://egausa.org> – go to Members Only, Documents Downloads, Chapter and Region Financial Guidelines with Banking Guidance**).
16. Makes timely deposits in appropriate accounts of all monies received.
17. Sends copies of the Chapters Primary Members List sent to National, copies of the lists of names and contact information for New, Life, In-Region and Out-of- Region plural and Youth members reported on region form (***RMR VI. B.1 and Form VI.C.1***) as they are processed and received to the Region Marketing/Membership Chair.
18. Writes checks for authorized expenditures within 7 days.
19. A financial report shall be published in *Border to Border* at the end of the second and fourth quarters of the year. (Per ***RMR Policies and Procedures Sect V-Finances, Item K***)
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. Prepares an Annual Financial Report each year, sending copies to EGA headquarters February 15
22. Prepares the annual budget with the assistance of the region director and with information received from all officers and committee chairs.

23. Sends the proposed budget to the region executive board for initial approval by October 15. After necessary revisions, sends the proposed budget to the region representatives of all the chapters by November 1 for a vote of approval no later than December 1.
24. Maintains the archival file of the treasurer's records.
25. 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.
26. Apprises the region director and the membership/marketing chair of quarterly chapter membership numbers as reported on the Region Dues Transmittal Forms.
27. Sends balance report of scholarship funds to the Directors' Club chair.
28. The region director is always an alternate signatory for checks.
29. Transfers all books and records to successor after the audit following term of office.

Responsibilities of Region Treasurer for Region Retreats

1. Works with retreat chair, retreat registrar and the assistant region director.
2. Must be familiar with the Rocky Mountain Region Retreat Guidelines.
3. Works with retreat chair and assistant region director to establish an initial workplan/budget for presentation to region executive board for approval. (See ***RMR Region Retreat Guidelines, Section IV.C and Appendix IV-B***)
4. Revises workplan/budget in conjunction with retreat chair, as needed.
5. Region treasurer will maintain (write checks, balance statements, etc.) the RMR retreat checking account.
6. Receives Retreat Deposit Record form (***RMR Retreat Guidelines, Appendix VI-J***) from the retreat registrar for deposits made to the RMR retreat checking account, on a regular basis.
7. Receives and pays all approved retreat committee Retreat Request for Expenditure (RRE) forms.
8. Approved RRE forms come from retreat chair and assistant region director (retreat chair's submissions). Notifies retreat chair when payments are made.
9. Sends refund checks as requested by retreat registrar upon approval of retreat chair.
10. Prepares financial reports and provides them for:
 - a) Retreat chair: no less than monthly or as requested
 - b) Assistant region director and region director: quarterly until 1 year before the retreat and then the reports shall be submitted monthly and as requested.
11. Keeps the retreat chair up to date concerning all aspects of the retreat finances.
12. All documents necessary to the audit - retreat ledgers, receipts, copies of bank statements, etc. - will be given to retreat chair at the wrap-up meeting. Any final documents necessary for the audit will be sent to the retreat chair within 7 weeks of the close of retreat.
13. Sends Final Retreat Financial Report (with copy of the audit report included) to retreat chair within 12 weeks of the close of retreat.
14. Optional: Scheduling a Mentor meeting prior to the first day of retreat is at the discretion of the mentor chair. Things that might take place at this meeting:
 - a) Disbursement of per diem cash to mentors
 - b) Evaluation By Mentor forms (***Appendix V-I***) handed out
 - c) Picking up completed Mentor Reimbursement forms (***Appendix V-G***)
 - d) Last minute instructions and/or reminders, meeting Studio Angels, etc.

Region Treasurer's Responsibilities Prior to an In-Person Education Event

1. Works with event coordinator to make sure any advance payments to hotel/venue are made in a timely manner.
2. Works with the event coordinator to make sure that approved Request for Expenditure (RRE) forms are paid in a timely manner.
3. Acquires cash to give to the event coordinator for mentors/faculty/lecturers per diem allowance, per contracts.
4. Makes sure that enough blank checks will be available at the event for payments to be made by the other region elected officer account signatory if region director is not attending the event.

Region Treasurer's Responsibilities During the In-Person Education Event

1. Works with the event coordinator to determine any financial needs during the retreat.
2. Works with Dean of Faculty to determine amount to pay each faculty member (teacher, lecturer, mentor, etc.) using the forms and verifying amounts per contracts. Gets final approval from the event coordinator.
3. Writes checks if present at event. If the region treasurer is not present, then the region director or assistant region director (region account signatories) writes previously acquired checks.

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. Must be confident and knowledgeable in using the computer and the internet for distribution of documents and correspondence via email.
4. Is familiar with the region bylaws and policies and procedures, and national policies as related to this position.
5. Sends the region director copies of significant correspondence.
6. Prepares a report of secretarial activities to be presented at region meetings, as is pertinent.
7. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
8. 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 web liaison.
9. Receives limited reimbursement for travel to region board meetings.
10. Submits a Request for Reimbursement form (***Region Officers' Notebook, Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
11. Reviews pertinent proposed budget line(s).
12. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
13. Is positive about EGA and region goals and programs.
14. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
15. Sends out Call to Meeting and board packets as directed by region director per region policies & procedures (***RON Section II Policies & Procedures – Region Meetings***).
16. Receives advance copies of any report(s) to be made at region meetings.
17. Assembles and distributes meeting information packets.
18. Keeps attendance records of meetings.
19. Records the minutes of all region meetings. These minutes are the permanent, official record of Region business.
20. Sends copies of the minutes to the region director within two weeks of the meeting(s) for proofing.
21. Once approved by the region director, sends copies of the minutes to all region board members, chapter presidents, and the national vice president.
22. Opens all ballots and tabulates all votes by ballot. Reports results to the region director. Files ballots.
23. Maintains archival files of all minutes.
24. Keeps a second file of minutes for reference at meetings.

25. In an election year, sends out ballots to the chapters following the schedule in the RMR policies and procedures.
26. Notifies region board of the results of the election within 5 days of the close of voting.
27. Maintains a current roster of the region executive board & chairs and chapter officers. Notifies board members of changes

NOMINATING COMMITTEE CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers Notebook, Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Maintains files of the committee including forms, board reports, newsletter articles, member profiles, and correspondence.
15. Selects two other members from diverse areas of the region to serve on the nominating committee. Notifies the region director of these names six weeks before the first region meeting in an election year. The region board votes on them at this meeting.
16. Sends names and profiles of the committee members for publication in the next issue of *Border to Border* following their approval by the executive board.
17. Consults with the region director to identify potential region officer candidates.
18. Holds committee meetings at region meetings, if possible.

Nominating Committee Responsibilities

1. The committee is familiar with the Job Descriptions of the officers and standing committee chairs to place the proper person in each job.
2. The committee is familiar with the region bylaws and policies & 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 following the region bylaws and policies & procedures.
5. Consent to serve must be obtained from each candidate prior to presenting their name on the slate.
6. Each candidate must be endorsed by their chapter president and region representative.
7. It is recommended that the outgoing region director be considered for chair of the nominating committee.

OUTREACH CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook, Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Provides written reports with lists of activities to the national outreach chair, as requested.
15. Maintains the region files of community outreach, including copies of national outreach reports project forms, correspondence, newsletter articles, and reports.
16. Serves as a clearinghouse for community outreach information between chapters. Coordinates outreach exhibits, as requested.

EDUCATION CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook, Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Maintains the region's education files, including board reports, newsletter articles, survey summaries, correspondence, and region educational materials.
15. Acts as information source on all phases of national education programs and services.
16. Conducts programs as requested by region director.
17. Receives from chapter education chairs, information on completion of Correspondence Courses, Independent Study, and other educational programs.
18. Reports any problems incurred by chapters regarding national education programs to the region director so that information may be relayed to the appropriate EGA chair or officer.
19. Sends region director suggestions and requests for changes or improvements in national education programs.
20. Coordinates region-sponsored Group Correspondence Courses.

FUND RAISING CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement Form (***Region Officer's Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Maintains the region's file on fund raising, including board reports, newsletter articles, financial records of activities, correspondence, and projected fund-raising ideas.
15. Presents ideas for fund raising to the board.
16. Acts as chair for all fund-raising activities.
17. Keeps a record of all items distributed, returned, and sold.
18. Has fund-raising items available for sale at all region meetings.
19. Collects and sends money to RMR treasurer for all fund-raising sales.
20. Sees that region director has supply of region pins.

MEMBERSHIP/MARKETING CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Receives regular reports from chapter membership chairs or presidents.
15. Follows-up on new, renewing, and failure-to-renew member information received from chapter membership chairs.
16. Maintains a welcome packet which is made available to all chapters.
17. Provides chapters with membership information of general interest including information on other chapters' recruitment/retention projects. Maintains a file of this information gleaned from newsletters, chapter reports and other sources.
18. Is familiar with all marketing-oriented directives and activities coming from national.
19. Encourages chapters to appoint marketing and/or membership chairs.
20. Encourages chapters to participate in EGA marketing campaigns.

DIRECTORS' CLUB CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Keeps Directors' Club members apprised of fund status, deadlines, and progress of scholarship recipient's required written evaluation.
15. Notifies region members through *Border to Border* about current year's scholarship.
16. Places a notice in *Border to Border* of the name of scholarship recipient(s).
17. Writes thank-you notes to fund donors.
18. Notifies family members of memorial donations, when possible.
19. Receives all scholarship applications and forwards copies with personal identification of applicant removed to the Directors' Club members within 5 days of receipt.
20. Verifies scholarship application information, as necessary.
21. May seek additional information concerning the applicant from chapter officers if necessary.
22. Notifies all applicants of the Directors' Club decision within six weeks of receipt of the application.
23. Maintains contact with recipient regarding the required written evaluation.
24. Serves as chair of any scholarship fund raising project unless she or the committee decides otherwise.
25. Receives regular reports from treasurer regarding available scholarship funds.

26. Obtains a financial year-end report for the fund, from the region treasurer, showing income and expenses in detail. Keeps this record in the Directors' Club notebook.

Duties of the Director's Club

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 chair regarding fund status, deadlines, and required written evaluation report by scholarship recipient.
6. Chooses chair from Directors' Club membership if immediate past region director is unable to serve.

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. 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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Where applicable, arranges to receive newsletters from chapters.
15. Maintains the region's newsletter files, including the archival file of *Border to Border*, records of payment, board reports, and correspondence.
16. Sends a copy of *Border to Border* via email to:
 - a) Region board of directors
 - b) National board of directors
 - c) All other region newsletter editors
 - d) RMR chapter presidents
 - e) RMR chapter newsletter editors
 - f) Advertisers
17. Oversees advertising committee. Appoints two or three members to the committee with the approval of the executive board.
18. Solicits appropriate advertising.
19. Is aware of copyright laws.

20. Is familiar with Newsletter Guidelines as found on the EGA website (<https://egausa.org>) under Document Downloads in the Members Only section.
21. Sees that board members are aware of deadlines.
22. Brings advertising rate-change proposals before the board.

PROSPECTORS CHAIR

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Selects the theme for each Prospectors exhibit, to be announced at least one year in advance.
15. Works in conjunction with seminar/retreat committee to plan an annual exhibit.
16. Holds a meeting in conjunction with seminar/retreat exhibit, when necessary.
17. Provides registration forms, insurance forms, certificates, artist statements, entry identification, and coordinates each Prospectors exhibit.
18. Plans workshops, if requested.
19. Maintains a supply of Prospectors pins to be given to each first-time Prospectors exhibitor. Maintains photo notebook of Prospectors exhibit.
20. Maintains the region's Prospectors files, including reports and correspondence.

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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs.
13. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
14. Collects, maintains, and preserves pertinent information concerning the region. Some of this information appears in the ***Region Officers' Notebook, Section I*** and needs to be updated yearly.
15. Works with documents/bylaws chair to coordinate any changes in the RON:
 - a) Region historical scrapbooks
 - b) Chapter charter dates and dissolution dates in chronological order, and the name of the cities where chapter meetings are held.
 - c) Region directors, dates of term of office, and list of board members.
 - d) Region seminars/retreats, dates, names of chairs, and any other available information concerning the seminars/retreats.
 - e) Locations of region board meetings.
 - f) Clare Award history and recipients.
 - g) Any other region information, photographs, publicity releases, brochures, etc., deemed important to preserving the history of the region.
 - h) Makes sure that the region director writes a synopsis of their term of office to be included in the region history.

16. Attends region meetings, seminars/retreats, and events to take photographs or plans for another person to take them.
17. Historian will make sure that any additions to existing scrapbooks or additional scrapbooks are scanned into pdf format and sent to the web liaison to be included on the RMR website before the end of their term.

REGION REPRESENTATIVE Job Description

1. Serves as a member of the region board of directors promoting EGA/RMR programs and goals.
2. Attends all region board meetings or sends a proxy in their place.
3. Submits written reports of chapter activities including any specific information requested by the region director prior to every region board meeting.
4. Is familiar with the region bylaws, policies & procedures and national policies related to this position and which can be found in the ***Region Officers' Notebook (RON)*** and the ***National Officers' Notebook*** located on their respective websites.
5. Maintains an updated electronic or physical file of official communications with region officers including region minutes, correspondence, reports, and other pertinent EGA information.
6. Receives limited reimbursement from the region for travel to region board meetings.
7. May receive reimbursement for expenses incurred while performing a task at the request of the region board, submitting a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
8. Acts promptly on all region and pertinent national correspondence requiring a response or reporting to the represented chapter.
9. Reports on region meetings to the represented chapter board and membership at meetings and through chapter newsletters on topics such as Seminars, Retreats, Workshops, and other Educational Opportunities.
10. Sends a chapter news article for each issue of *Border to Border*
11. Immediately sends elected and non-elected Chapter Officer changes to the region director and region secretary.
12. Provides updates on chapter information to the region Web Liaison for the region website.
13. Instructs successor and passes on all information and files pertaining to the office.

DOCUMENTS/BYLAWS CHAIR

Job Description

1. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
2. Is familiar with the region bylaws and policies & procedures and handles all changes to these documents according to protocols in region policies & procedures.
3. Maintains the master copy of the ***Region Officers' Notebook (RON)*** on an external electronic device.
4. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.).
5. Coordinates all changes to region documents by making the changes, submitting them to the region board for approval (as necessary) and submitting the entire affected section to the web liaison for replacement on the region website.
6. Oversees the 2-year process of reviewing and revising bylaws for the region and the chapters which occurs every 10 years (began in 2005).
7. In the first year:
 - a) Contacts chapters so they will download the Annotated Sample Chapter Bylaws from the national website and begin the revision process.
 - b) Appoints and chairs a committee to revise the region's bylaws.
 - c) Is available to answer questions and act as liaison with national.
8. In the second year:
 - a) Makes sure chapters are submitting their newly revised bylaws to national for approval in a timely manner.
 - b) Submits region bylaws to region board for approval.
 - c) Submits region bylaws to national for approval.
 - d) Works to achieve full compliance by the end of the year of revision.
9. Once region bylaws have been finalized and signed, acquires a copy, and replaces old bylaws with revised bylaws in ***Section II of the Region Officers' Notebook***. Sends the new Section II to the web liaison for replacement on the region website.

WEB LIAISON 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 web liaison.
8. Receives limited reimbursement for travel to region board meetings.
9. Submits a Request for Reimbursement form (***Region Officers' Notebook Individual Forms, Sec B***) along with receipts for reimbursement or recording (when no reimbursement is desired) to region treasurer. Requests must be submitted within the year that the expenses were incurred.
10. Reviews pertinent proposed budget line(s).
11. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
12. Is positive about EGA and region goals and programs. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action.
13. Acts as a liaison between the chapters and the contracted web master updating chapter meeting information on the website as needed.
14. Works with the documents/bylaws chair to make sure that the ***Region Officers' Notebook (RON)*** is kept up to date on the region website.
15. Keeps the region calendar on the website up to date.
16. Frequently reviews the region website to make sure that the information there is timely and fresh.
17. Reviews ***Website Review Guidelines*** from National and adjusts stay in compliance.
18. Acts as a liaison between the contracted web master and the region board.
19. Sends updates to the webmaster about region seminars and retreats in coordination with the region seminar and retreat chairs.
20. Updates the education information and offerings working with the education chairs and the region representatives to promote cross-educational opportunities.
21. Forwards inquiry emails to the appropriate chapter person.

EVENT COORDINATOR

Job Description

1. The assistant region director serves as event coordinator.
2. Is familiar with the region bylaws and policies and procedures and national policies as related to this position
3. Sends the region director copies of significant correspondence.
4. Sends the region secretary an advance copy of any report(s) to be made at region meetings.
5. Sends articles and information to the newsletter editor for each issue of *Border to Border*, as needed.
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 web liaison.
7. Reviews pertinent proposed budget line(s).
8. Maintains complete records: all correspondence, reports, questionnaires, expenses, records of communications (Examples: phone calls, emails, etc.), and files of any special project.
9. Transfers records in good order to successor by January 31 following end of term accompanied by a report on current activities and needed follow-up action. Event committees are special committees in the Rocky Mountain Region. The event coordinator is the voice of the committees on the executive and region boards and provides progress reports to those boards.
10. The region event coordinator will be the initializing and primary contact person with the EGA- contracted event services company used for the purposes of securing sites for region events.
11. Provides positive encouragement, advice, and assistance to current/future event committees.
12. Keeps region director and treasurer informed on all event financial issues.
13. Maintains the region's event guidelines. Sends updates to documents/bylaws chair.
14. Stays current with the national event guidelines and region event guidelines.
15. Maintains a file of relevant event information from past and current events.
16. Utilizes all available resources to ensure the success of RMR events.
17. Receives limited reimbursement for travel for region event site selection and event faculty selection
18. Keeps the region event equipment for use at events. The inventory list of equipment is to be kept current by the assistant region director (***Section IX-Region Seminar Guidelines***). Submits any updates of this inventory document to the documents/bylaws chair.
19. Gets the region event equipment to the event chair who, in turn, keeps track of the items. When the event is over, the event chair must turn the equipment back to the assistant region director.

IN-PERSON EDUCATION EVENTS TREASURER

Job Description

1. Reports to event coordinator.
2. Works with event coordinator to prepare event workplan.
3. Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to EGA. This policy applies to all levels of EGA; notification shall be made to all tiers. The charge for each returned check will be \$25.
4. Accounts for all monies received and all expenditures. Establishes and maintains a double entry bookkeeping system.
5. Prepares financial statements for event coordinator, each committee chair, and region director on a quarterly basis until one year before the event and then the reports shall be submitted monthly.
6. Keeps the region director and event coordinator up to date concerning all aspects of the event finances.
7. Pays all bills promptly including faculty per diem, kit costs, teaching fee and travel where applicable.
8. Deposits all monies upon receipt.
9. Prepares reimbursement request form for distribution to committee chairs.
10. Verifies that the Social Security Number or Federal Tax ID(FEIN) numbers for all faculty are on file at EGA headquarters. Sends W-9 form to those who do not have numbers on file with the request to return it to EGA headquarters.
11. Files IC Payment Reporting information with EGA Headquarters within 14 days of close of event. Use most current forms on the National EGA website.
12. Includes in packet:
 - a) Copy of contract for each faculty member
 - b) All receipts and memoranda used to compute check total
13. Drafts Final Event Financial Report.
13. Prepares event ledgers, checkbooks, bills, and reports for audit. The audit should be accomplished within 90 days of the close of event. Audit shall be conducted by at least two qualified region EGA members appointed by the region director. Auditors could be former region treasurer, former event coordinator or treasurers.
14. Sends final report to event coordinator within 90 days of closing of event.