

## **NAWIC Region 8 Regional Committee Chair Expectations**

### **All Regional Committee Chairs:**

- Copy director on ALL communication with National and Chapters
- Attend all Regional Conferences and Annual Convention
- Prepare a 1 to 2 minute “update” to give information at Conferences (APC, Forum) on what is going on with your committee
- When or if requested – participate in a workshop of your committee for members and chapter chairs at conferences

### **Membership:**

- Comply with the National Membership Committee Chair bylaws
- Support the Region 8 Chapter Chairs in their endeavor to gain and retain members in their chapters
- Monitor the twice monthly membership reports from National; contact any new “Members-At-Large” and invite them to meetings in their area. Confirm with Chapter Membership Chairs that they are contacting any new members that had not yet attended a meeting and that they are contacting any new members they are notified about from National.
- Disseminate Membership information from the National Membership Chair
- Contact chapters at least monthly with tips, updates, requests for information on what each is doing
- Prepare a short “News Around the Region” for each Region 8 conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Establish and present regional awards at Forum, if applicable
- Participate in teleconference calls as requested by the National Committee Coordinator
- Keep Regional Website updated with current information

### **PR/Marketing:**

- Support the Region 8 Chapter Chairs in their endeavor to market and use PR within their chapters
- Disseminate marketing information from the National PR/Marketing Chair
- Contact chapters at least monthly with tips, updates, requests for information on what each is doing
- Prepare a short “News Around the Region” for each Region 8 conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Establish and present regional awards at Forum, if applicable
- Participate in teleconference calls as requested by the National Committee Coordinator
- Keep Regional Website updated with current information

### **Construction Profession and Industry:**

- Support the Region 8 Chapter Chairs in their endeavor to provide Professional Education and Professional Education of a Construction Industry nature to members and guests
- Update and maintain the Region 8 Speakers Bureau – providing updates to the Regional Website for posting when additions or deletions are required
- Disseminate any Professional Education and Construction Industry information that may be received from the National Chair
- Contact chapters at least monthly with tips, updates, request for information on what each is doing. Assist by disseminating ideas and assistance with coordination of community service; share what chapters are doing with other chapters
- Prepare a short “News Around the Region” for each Region 8 Conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Establish and present regional awards at Forum, if applicable
- Participate in teleconference calls as requested by the National Committee Coordinator
- Keep Regional Website updated with current information

### **Build/Design Program:**

- Revisit ideas on how to utilize the Design/Build within chapters
- Assist and encourage any chapters wishing to consider participating in Build/Design
- Review Build/Design program and consider variations of using the program as a basis for a way to utilize possible variations of the program
- Communicate with the Regional NEF and NEF of possible variations to make the program more workable
- Keep Regional Website updated with current information

### **CAD/Drafting:**

- Support the Region 8 Chapter Chairs in their endeavor to put on a CAD/Drafting competition
- Disseminate any CAD/Drafting information that may be received from the National Chair/NEF (i.e. program in beginning of summer to chapter chairs)
- Contact chapters monthly with tips, updates, requests for information on what each is doing
- Prepare a short “News Around the Region” for each Region 8 Conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Set regional deadlines (coordinating with the National dates) for submission of CAD/Drafting projects for judging
- Assist chapters in preparing and submitting their CAD/Drafting projects
- Coordinate and effect judging and awards for CAD/Drafting submissions from chapters
- Forward regional winners to National competition
- Present regional awards at Forum (time selected by Director)
- Keep Regional Website updated with current information

**WIC Week:**

- Support the Region 8 Chapter Chairs in their endeavor to put on a WIC Week program. Encourage participation of an event during WIC Week and advertising of said event
- Disseminate any WIC Week information that may be received from the National Chair, providing National Chair with information from Region
- Contact chapters monthly with tips, updates, requests for information on what each is doing
- Prepare a short “News Around the Region” for each Region 8 Conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Keep track of who did what for possible submission/notification and forward to PR/Marketing for marketing purposes
- Participate in teleconference calls as requested by the National Committee Coordinator
- Keep Regional Website updated with current information

**Safety & Health Awareness:**

- Disseminate any safety information to chapters
- Provide safety information for posting on the website
- Contact chapters monthly with tips, updates, safety news, etc.
- Prepare a short “News Around the Region” for each Region 8 Conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Participate in teleconference calls as requested by the National Committee Coordinator
- Keep Regional Website updated with current information

**Block Kids:**

- Support the Region 8 Chapter Chairs in their endeavor to put on a Block Kids competition
- Disseminate any Block Kids information that may be received from the National Chair/NEF
- Contact chapters monthly with tips, updates, requests for information on what each is doing
- Prepare a short “News Around the Region” for each Region 8 Conference (due no later than 2 weeks before conference or when requested by the Director)
- Prepare a committee report for mid-year and annual board (send to Director 1 month before mid-year and convention)
- Set regional deadlines (coordinating with the National dates) for submission of Block Kids projects for judging
- Assist chapters in preparing and submitting their Block Kids projects
- Coordinate and effect judging and awards for Block Kids submissions from chapters
- Forward regional winners to National competition
- Present regional awards at Forum (time selected by Director)
- Keep Regional Website updated with current information