

INTEREST SECTION/BRANCH CHAIR

Elected by the members of their interest section in accordance with their section BY-LAWS to serve for a period on (1) year.

DUTIES AND RESPONSIBILITIES:

The Chair shall:

- ◇ The duties and responsibilities of the Chair shall include **communication** between the Board and the membership. It shall NOT include directing the business of the Districts or of the Association Committees
- ◇ Coordinate with the District chairpersons the professional development at the District Workshops
- ◇ Attend all Branch/Section meetings and Board meetings
- ◇ Submit news articles to the Association magazine
- ◇ Work with Section/Branch membership in developing the goals and objectives for the year and budget
- ◇ Review the Board Manual
- ◇ Organize and chair at least (2) Interest Section Business/Board meetings - one may be conducted at the Annual Conference
- ◇ Initiate communication with Professional Development Committee, District Directors, and Vice President regarding coordination of training activities for their section members at District and other special training sessions
- ◇ Appoint a representative to serve on the publication committee with the responsibility of providing timely articles of interest to their section members (This magazine representative should be invited to all section meetings - and should decide magazine topics in conjunction with the section board members and the issue theme)
- ◇ Advise the legislative chair on matters relating to the section's interests
- ◇ Attend all board meetings
- ◇ Submit goals and objectives for the year by the President's Assembly
- ◇ Review entire Board Manual for thorough understanding of Association goals and procedures
- ◇ Submit an annual report to the President prior to annual meeting
- ◇ Notify Professional Development Committee by the President's Assembly of the dates and locations of meetings and workshops
- ◇ Train the Chair Elect

MEETINGS

- Each Section/Branch shall conduct at least 1 Workshop. The dates for the Workshop must be coordinated with the association calendar housed in the TRPA office.
- Hold **Business Meeting**
- Structure financially so as to cover own expenses, generate revenue for the Association, but not to the extent of excluding participation by the membership
- One day workshop fees must cover the cost of the workshop including CEUs and be a minimum of \$30 for members and \$39 for non-members. If CEUs are offered, a \$5 CEU fee must be included in expenses. Additional revenues collected over and above CEU and other expenses to be deposited in the Association general fund
- Professional development session which appeals to all members of Branch/Section