STATES, REGIONS, AND CHAPTERS (S/R/C) LEADER

**Summary**

The duties of Chapter Presidents and State/Regional Directors are those necessary to coordinate CRLA activities in the various states and regions. These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of CRLA, and organization of local conferences. States and regions may delegate some of the duties below to individual members or other officers.

State/Regional Directors are appointed annually at the discretion of the Coordinator of State/Region/Chapter Directors. Appointment can be renewed. Membership in CRLA is required.

Directors/Chapter Presidents report to the Board through the Coordinator of State/Region/Chapter Directors (Past-President), who is responsible for providing the Directors and Chapter Presidents with appropriate support from the Board, primarily in the form of communication, funding, and access to the full range of CRLA resources.

Term of office is three years for State or Region Director and typically one year for Chapter President.

**Minimum Qualifications**Maintain a current CRLA membership

**Specific State/Region/Chapter Responsibilities**

1. Maintain Membership Records
2. Maintain a record of local CRLA members, both active and lapsed and a record of prospective members
3. Contact those members whose membership has lapsed in order to encourage them to renew membership. (Membership lists and notification of new memberships and renewed memberships are available from the CRLA Membership Coordinator on request.)

2. Conduct Membership Recruitment

a. Responsible for membership recruitment within the state/region

b. Appoint a state/regional membership coordinator, who will be formally recognized by the Board in states that conduct conferences or other major activities

c. Hold a major membership drive at the beginning of each year or at the time major local.

d. Set an annual goal for membership recruitment and include goals and membership figures in the annual report to the Board.

1. Create a vehicle for Communication
2. Directors and Chapter Presidents are responsible for the maintenance of communication among local members.
3. They are encouraged to develop local newsletters and to provide opportunities for members to gather at appropriate state/regional professional meetings in which there are a significant number of members in attendance.
4. Maintain Communication with the Board
5. The Director/Chapter President is responsible for keeping the Board informed of state/regional activities and concerns and for sharing communication from the Board with the local membership.
6. Such communication with the Board is to be conducted through the Coordinator of State/Region/Chapter Directors.
7. Pursue Liaison Activities
8. The Director/Chapter President is encouraged to serve as liaison and to develop cooperative efforts with related local professional organizations and educational institutions.
9. This liaison may include shared activities, if appropriate, and cooperative and shared communications.
10. Plan a Local Conference
11. When appropriate and feasible, the Director/Chapter President is responsible for planning annual local conferences or other meetings.
12. The Board encourages the Director/Chapter President to cooperate with other Directors and Chapter Presidents to plan regional conferences or to encourage participation in nearby state or regional conferences.
13. Cooperation may include publicity, special guest presentations, special meetings for guest delegations, or similar cooperative efforts.
14. In accordance with CRLA Bylaws, each chapter shall hold at least one chapter meeting a year.
15. A report of its meetings(s) shall be sent to the coordinator of state/region directors and chapter Presidents within one month following the meeting(s).
16. Attend Conference Directorship Workshop
17. At the annual CRLA conference, the Director/Chapter President should attend the Directorship Workshop and in cooperation with the Coordinator of State/Region/Chapter Directors should plan and conduct a state/regional meeting at the Conference.
18. The Director/Chapter President may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Conference, the Director/Chapter President is expected to provide a suitable replacement to assume these duties during the Conference.
19. Archive Documents
20. The Director/Chapter President is responsible for keeping documents (including copies of annual reports, local conference documentation, and historical member lists) in hard or electronic version and for presenting or transmitting state/region/chapter documents to the Coordinator (for transmission to the CRLA Archivist) and to the next Director/Chapter President.

9. Promote theAnnual Conference

a. The Director/Chapter President is responsible for local communication about the annual CRLA conference.

1. Duties include publicity, encouraging proposals for presentations and for chairpersons, locating group travel rates or ride-sharing, and locating individuals interested in room-sharing at the conference.
2. When the conference is held within that state/region, s/he is expected to work closely with the Conference Chair and the On-Site Chair(s) to provide local support for conference committee work.

10. Contribute to the CRLA Newsletter

a. The Director/Chapter President is responsible for regular contributions to the CRLA newsletter.

b. Included in articles should be notice of local activities and news about local members.

The Director/Chapter President may write these articles or designate another to do so.

11. Submit Annual Report

a. The Director/Chapter President is responsible for submitting two Goals and Activity reports, January 15th and June 15th, to the Board through the State/Region/Chapter Coordinator.

b. The Director should also indicate whether s/he is interested in continuing in the position for another term.

12. Encourage submission of a bid to host Annual Conference

a. The Director/Chapter President is encouraged to submit a bid for hosting the Annual Conference or a Summer Institute and should encourage individuals or groups within the state/region/chapter to submit bids.

b. To that end, the Director/Chapter President should contact and put state/region/chapter members in contact with the Conference Site Evaluator.

13. Recommend candidates for Replacement

a. If the Director chooses not to continue in the position for another year or term, s/he should locate one or more members to recommend to the incoming Coordinator of State/Region/Chapter Directors.

b. This should be done by August 1 so that a new Director can be selected and can attend the Directorship Workshop at the Annual Conference. It must be clarified with any recommended replacement that the selection of the Director is the responsibility of the CRLA Board and that a recommendation is not necessarily an appointment. (Note: A CRLA chapter elects officers by a process outlined in its bylaws. The CRLA Board recognizes the elected President as the Director of that state/region.)

14. Manage Financial/Support Responsibilities

a. Regular Funding

* + - 1. An allocation is budgeted each year to each State/Regional Director and Chapter President for communication purposes.

b. The allocation is usually determined before the spring Board meeting, when the CRLA fiscal budget is set, and is available for use from the time of allocation to December 31.

c. The Director/Chapter President is responsible for wise use of the state/region/chapter allocation and must account for all funds received from the CRLA treasury.

d. No funds will be disbursed without receipts or other appropriate verification.

e. Requests for reimbursement may be submitted at any time a total amount of at least $25 is due, or every 90 days, whichever is sooner.

f. Directors are encouraged to accumulate small amounts for a single disbursement but to submit requests in a timely manner.

15. Disburse Special Funding

a. A Director/Chapter President planning a special project requiring funding should familiarize him/herself with the CRLA project funding policy.

b. The Executive Board will fund requests up to $1000 for each State, Region, Chapter (S/R/C) for proposals that fulfill one or more of these purposes:

1. offer professional development activities for the membership,
2. encourage the growth of CRLA’s membership,
3. provide services to members unable to attend CRLA’s annual conferences.

c. There are two funding cycles:

1. Proposals for funding Spring and Summer activities must be received by the S/R/C Coordinator by January 15th.
2. Proposals for funding Fall and Winter activities must be received by the S/R/C Coordinator by June 15th.

16. Manage Bank Accounts

a. Directors/Chapter Presidents who generate more than $25 of local CRLA income should open a passbook savings account or similar low-cost bank account.

b. An accurate accounting of all local funds should be included in the annual report to the Board.

c. This report should include verification from at least one member other than the Director/Chapter President as to the accuracy of the accounting. Retiring Directors and outgoing Presidents must arrange for accounts to be turned over to the appointed replacement. Accounts should be in the name of CRLA and are considered the property of the Association.

**General Responsibilities**

1. Attend annual conference (or notify State/Region/Chapter Coordinator as soon as possible if unable to attend, including name and contact information for replacement).
2. Maintain current membership in CRLA throughout term of office.
3. Work with the Board one year before end of term to identify and mentor a successor as needed.
4. Contact the State/Region/Chapter Coordinator with any suggested changes to job description during term.

Accepting this position allows CRLA to publish name, work address, and work telephone number.

(Revised August 2005; August 2008; August 2009; June 2013; October 2015; November 2016)