

## Regional Division Section Chair Officer Positions and Responsibilities

Journal Deadlines: September 1, January 1, and June 1.

### All Positions

- Attend Annual Convention and actively participate in meetings, drawing activities, general sessions, elections and the Representative Assembly.
- Attend Leadership Conference at the end of January.
- Attend Summer Conference.
- Read and respond accordingly to all correspondence from TAHPERD officers and the State office.
- Meet all responsibilities in a timely manner.

### Section Chair

- By March 15, compile and send a list of local affiliates (ex. Spring Branch HPERD, Dallas HPERD...) in your region to the Vice President-elect.
- By October 1, send Diana Everett at the TAHPERD state office the names of your section's voting delegates for the Representative Assembly.
- Bring at least one door prize from your region to Annual Convention
- Sign-up and preside over at least one Commercial presentation. Count and submit number of attendees to the Hospitality booth.
- Attend (1) General Session and assist in Regional Division raffle drawing.
- Distribute raffle tickets to members who introduce themselves to you during Annual Convention.
- Gather the names of your section officers that will be able to attend annual convention and will be able to preside over one Commercial presentation and count attendees. Submit the names to the Vice President-elect by November 1.

### Section Chair-elect

- Send your section chair the names of all the local affiliates (ex. Spring Branch HPERD, Dallas HPERD...) in your area by March 1<sup>st</sup>.
- Bring at least one door prize from your region to Annual Convention
- Sign-up and preside over at least one Commercial presentation. Count and submit number of attendees to the Hospitality booth.
- Attend (1) General Session and assist in Regional Division raffle drawing.
- Distribute raffle tickets to members who introduce themselves to you during Annual Convention.

### Section Past Chair

- Send your section chair the names of all the local affiliates in your area by March 1<sup>st</sup>.
- Gather, organize and submit at least two nominees for your section's chair elect position by October 1<sup>st</sup>.
  - Nominees should be contacted and asked if they would like to run for this position.
  - Nominees should be given the list of position responsibilities and duties.
  - Submit 4-6 line biography, in 10 font or greater, on each nominee stating
    - Years experience.

➤ Current Position

➤ TAHPERD involvement

- Bring at least one door prize from your region to Annual Convention
- Sign-up and preside over at least one Commercial presentation. Count and submit number of attendees to the Hospitality booth.
- Attend (1) General Session and assist in Regional Division raffle drawing.
- Distribute raffle tickets to members who introduce themselves to you during Annual Convention.