



**TACHE Senior
Regional Director
Two-Year Term
Primary Duties and Responsibilities**

| | General Duties | Contact/Coordination With | Timeline/Due Date |
|----|--|---|---|
| 1 | Serve on Executive Committee to conduct business of the Alliance | Officers Regional Directors Chair, Budget Committee | Annual business meeting and called meetings |
| 2 | Serve on Program Committee to develop conference topics, speakers, provide assistance, etc. | Executive Committee Program Committee | March/April-November |
| 3 | Serve on Conference Sponsorships Committee to assist in securing sponsors for the annual conference | Chair, Conference Sponsorships Committee | March/April-November |
| 4 | Serve on Budget Committee to assist in the development of the Alliance's annual operational/conference budget | Chair, Budget Committee | Spring/Summer |
| 5 | Assist in soliciting news items for <i>TACHE Newsline</i> | Chair, Information & Publications Committee Junior Regional Director | Deadlines established by Chair |
| 6 | Plan, organize, and schedule annual regional meeting to provide local professional development opportunities for regional members; inform regional members | Junior Regional Director and Executive Secretary/Treasurer for funding | Spring/Summer |
| 7 | Organize election of new Regional Director at Regional Meeting | Junior Regional Director | Summer |
| 8 | Serve on the Membership Committee to inform regional continuing educators about TACHE; encourage membership | Chair, Membership Committee | NLT July |
| 9 | Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv | Executive Committee TACHE members | Ongoing |
| 10 | Review By-Laws, procedures, processes for improvements; submit recommendations for improved Alliance services to its members | Executive Committee Committee Chairs | Ongoing |



**TACHE Junior
Regional Director**

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| 1 | Serve on Executive Committee to conduct the business of the Alliance | Officers Regional Directors Chair, Budget Committee | Annual business meeting and called meetings |
| 2 | Serve on Program Committee to develop conference topics, speakers, provide assistance, etc. and assist in securing conference sponsorships | Executive Committee Program Committee Conference Sponsorships Committee | March/April- November |
| 3 | Mentor new Executive Committee members and encourage networking and sharing to promote lifelong learning opportunities; subscribe to TACHE listserv | Executive Committee TACHE members | Ongoing |
| 4 | Review By-Laws, procedures and processes for improvements; submit recommendations for improved Alliance services to its members | Executive Committee Committee Chairs | Ongoing |
| 5 | Serve on Membership Committee to inform regional professionals about TACHE membership benefits | Chair, Membership Committee | NLT July |
| 6 | Serve on Information and Publications Committee to assist in gathering information for <i>TACHE Newslines</i> | Chair, Information & Publications Committee Senior Regional Director Regional TACHE members | Deadlines established by Chair of Information & Publications Committee |
| 7 | Assist Senior Regional Director with planning for regional meeting | Senior Regional Director | Spring/Summer |