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TACME Board Member Duties – Regional Coordinator

General Duties:

1. The Regional Coordinator shall serve to represent the interests of the region to which he/she is elected.
2. Election of the Regional Coordinators shall be by majority vote of members in the region or by the Board until such time as an election is held.
3. The Regional Coordinator shall plan and organize a minimum of 2 regional meetings per year.
4. The Regional Coordinator shall attend a minimum of 50% of TACME Board meetings during each election cycle, to include at least one face-to-face meeting.

Procedures:

1. The Treasurer will forward the names and contact information of all new or renewed members to the Regional Coordinator.
2. The Regional Coordinator will then send welcome/thank you email to each member acknowledging receipt of membership and providing their contact information (sample form letter is available).