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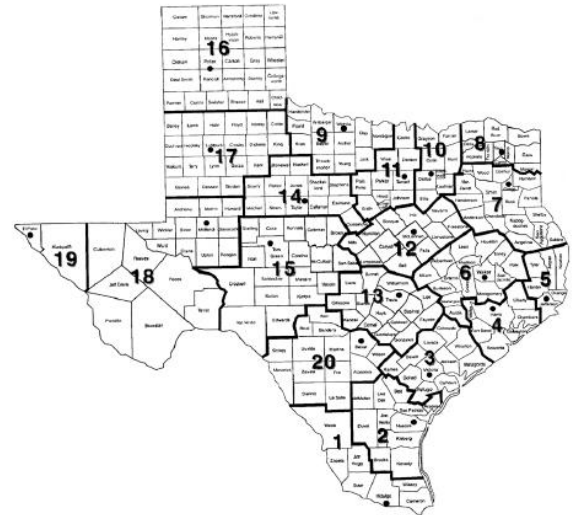
# V. RESOURCES

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## A. TAFE REGIONAL PLANNING TOOLS

### REGIONAL ACTIVITIES & RESPONSIBILITIES

1. The State is divided into the regions as outlined on the map, each with its own constitution and Board of Directors. The Board of Directors may consist of the Region TAFE Officers, the Region TAFE Officer Teacher Leaders, and the Region Consultant.
2. The Regional Board of Directors appoints or authorizes the election of a person, who has several years experience in local, regional, and state future educators work, to act as Region Consultant. This person shall aid the State Office in communicating, regional emergencies and serve as a teacher leader to the Regional Board of Directors and individual schools within the region.



Future Educators is a cooperative effort between students, teacher leaders, and administration. To provide for administrative review and due process at the region level, the TASSP Board of Directors requires that any action at the region level may be appealed by a member of the Region Board of Directors or a member school to a committee composed of the principals of the region officer schools and the State Executive Director. This action may be initiated by mailing a request in writing to the TAFE Executive Director.

The TAFE Board of Directors may develop guidelines for the approval of region constitutions. Each region shall submit its constitution and amendments to the State Program Director for approval as related to established guidelines.

Regions shall:

- A. Be coterminous with TASSP's regions.
- B. Have the same officer positions as the State, but may have more if the region chooses.
- C. Have Region Officers terms that run concurrently with those of the State Officers.

## TAFE MENTORS

To expand the support offered in regions, all experienced chapter teacher leaders shall be asked if they would like to serve as a region mentor. When re-affiliating, chapter teacher leaders can indicate their willingness to do so on the affiliation form. All teacher leaders who would like to offer assistance shall be posted by region on the TAFE website for ease of contact. This compiled list of mentors shall compliment the role of the Region Consultant.



## REGION OFFICER SCHOOL DUTIES AT THE TEACH TOMORROW SUMMIT

### STUDENT GENERAL SESSION

1. Prepare a greeting Response/Chat/Yell with members of your region.
2. Design a banner - Region Sign/Pennant which shall help members in your region find you.  
Make sure your banner is attached to a pole which shall allow it to be seen above a large crowd.
3. Attend the rehearsal for the Blue Ribbon and Gold Certificate Ceremony.
4. Carry out duties at the Blue Ribbon and Gold Certificate Ceremony.

### REGION OFFICER TEACHER LEADERS

1. Shall act as judges for the competitive events at the Teach Tomorrow Summit.
2. Attend the rehearsal for the Blue Ribbon and Gold Certificate Ceremony.
3. Assist student officers as they carry out duties at the Blue Ribbon and Gold Certificate Ceremony.



## **SUGGESTED REGIONAL STRUCTURE AND DUTIES**

### **REGIONAL BOARD OF DIRECTORS**

- REGION PRESIDENT
- REGION VICE PRESIDENT
- REGION SECRETARY
- REGION PARLIAMENTARIAN/HISTORIAN
- REGION PRESIDENT ADVISOR
- REGION VICE PRESIDENT ADVISOR
- REGION SECRETARY ADVISOR
- REGION PARLIAMENTARIAN/HISTORIAN ADVISOR
- REGION CONSULTANT

### **SUGGESTED REGIONAL OFFICES**

- REGION PRESIDENT
- REGION VICE PRESIDENT
- REGION SECRETARY
- REGION HISTORIAN

### **SUGGESTED DUTIES OF REGIONAL OFFICERS**

- COMMUNICATE WITH THE FOLLOWING:
  - TAFE State Director/ TAFE State Office Staff
  - TAFE State Officers
  - TAFE Chapters within your region
- MAINTAIN AN ORGANIZATIONAL SYSTEM. Such as a notebook, paper file, or electronic File of duties performed. This information should be passed to the next chapter succeeding you in office.
- PERFORM DUTIES AS ASSIGNED ON THE REGIONAL LEADERSHIP CONFERENCE PLANNING TOOL.
- ATTEND OFFICER TRAININGS SUCH AS LEADERSHIP RETREATS OR LEADERSHIP CAMPS
  - Provided throughout the year at various locations.



## REGIONAL LEADERSHIP CONFERENCE PLANNING TOOL

OFFICE RESPONSIBLE	DUTIES
1. _____	Select and secure location for Regional Leadership Conference.
2. _____	Register participants for the Regional Leadership Conference. (Fees, name badges, goody bags may be part of this.)
3. _____	Arrange for necessary meals/snacks.
4. _____	Select and invite a keynote speaker.
5. _____	Plan breakout sessions. Secure presenters, rooms, and needed materials.
6. _____	Prepare and send or post conference announcements/flyers.
7. _____	Plan Regional Contests
8. _____	Secure judges for Regional Contests.
9. _____	Plan and carry out Regional Service Project to culminate at Regional Leadership Conference.
10. _____	Prepare and print Regional Leadership Conference Program.
11. _____	Include a separate teacher leaders meeting.
12. _____	Secure nominees for regional offices prior to regional meeting. Determine method of electing or assigning new regional officers.
13. _____	Prepare scripts for all general sessions.
14. _____	Secure vendors/colleges and exhibitors.
15. _____	Plan and conduct on-site/off-site tours.
16. _____	Make parking arrangements for attendees (including buses).
17. _____	Secure door prizes.
18. _____	Prepare certificates for contest winners/recognition.
19. _____	Prepare, administer and tabulate a conference evaluation. Distribute results to all Region chapters.
20. _____	Develop/update and approve the TAFE Regional Constitution.
21. _____	Create an online registration form.