

DIVISION MEMBERS:

Purpose:

The purpose is to serve the association by keeping current in areas pertaining to their respective division and to disseminate such information to the membership and represent their division on committees.

Organization:

The Division Members are a member of a division and represent the division on a committee.

Responsibilities:

1. Attend all board meetings.
2. Supply the Division Chair with a report of specific activities and current trends in your area 10 business days prior to each COAHPERD board meeting.
3. Assist with the development of the division strategic plan and activities.
4. Actively participate in the planning and carrying out of clinics, workshops, speakers, etc. as needed.
5. Find a minimum of **one** presenter for the COAHPERD state convention.
6. Actively solicit new members for COAHPERD.
7. Keep membership updated about current issues within their division area and send to membership via email from Executive Director, newsletter articles and/or website posting.
8. Communicate with and update Division-Elect on any and all issues.
9. Submit one newsletter article per year.
10. Nominate a minimum of one person for division awards.
11. Perform other duties as designated by the Executive Committee.
12. Assist with the convention topic selection and speakers for division sessions.
13. Preside at a minimum of two sessions at the convention.
14. Collaborate with the Chair for the End of Year Report at the meeting prior to convention.
15. Collaborate in the evaluation of Division Chairs and Elects.
16. Perform other duties as designated by the Executive Committee.
17. Actively engage in convention duties and responsibilities.
18. Submit items for silent auction and or other fundraising efforts.