

Responsibilities of the Area Director

Attend meetings of the Board of Directors. See also:

By-laws: (duties as a Board Member)

Article IV, Section 8

Article VII, Sections 1, 2, 3

Article VIII, Sections 2, 3

Article X, Section 1

Serve as the Board liaison with a state committee.

Be the communication link and program facilitator between local chapters, the Area, and the Board of Directors.

Set up and host scheduled workshop as approved by the Board of Directors. (Example: Fall Workshop)

Assist the state officers in implementing the agenda for scheduled Workshops.

Plan to attend, to serve as a delegate for, and to assist at the annual meeting of the Representative Assembly.

Attend other state meetings as requested by the Board of Directors.

Attend at least one meeting per year of each local chapter in your area.

Communicate on a regular basis with your chapter presidents.

Submit summary reports of chapter visits, via e-mail, to the Board of Directors prior to scheduled Board meetings.

Recommend local members to be on State Committees or serve as future Area Directors.

Notify the state officers of chapters that are having problems and may need help.

Assist the IRT Foundation in awarding Active Teacher Grants in your area.

Own or have easy access to electronic contact.

Be an enthusiastic advocate for IRTA.

Keep an accurate record of mileage to and from meetings and get receipts or chapter meals.

Turn in reimbursement forms to the State Office in a timely manner.