

## **CLAN MACLEOD SOCIETY USA REGIONAL VICE PRESIDENT – SOUTH CENTRAL**

### **1. PURPOSE OF THE CLAN MACLEOD RVP-SC**

The Clan MacLeod USA RVP-SC is to carry out the mission of CMS USA at a decentralized region. They must recruit, appoint, and oversee staff to execute the Mission. Staff positions include State Commissioners for Texas, Oklahoma, Arkansas, and Louisiana and Webmaster/Social Media Coordinator. Further staff within the large state of Texas may include Coordinators to serve as Conveners for specific games. RVP will attempt a minimum of 3 games a year, State Commissioners 1 or 2, if 2 exist in the state.

Coordinators will generally cover one specific event. Current Coordinator areas planned are:

West Texas--for Midland Scottish-Irish

South Texas—for San Antonio Highland Games

North Texas—for Texas Scottish Arlington

Central Texas- for Salado Highland games

East Texas – has no games at present

When staff not available or appointed, RVP assumes the duties when possible

#### **1.1 State Commissioners**

Arkansas State Commissioner

Duties:

- 1) Serve as Primary Convener for Arkansas Scottish Games – Batesville
- 2) Serve as Primary Convener for other Games TBD within AR
- 2) Lead for Clan MacLeod activities in the state (Recruiting, Social, Representative)

Term: Request minimum 1 year commitment, desired 3 years

Louisiana State Commissioner

Duties:

- 1) Serve as Primary Convener for Tartan Festival – Minden
- 2) Serve as Primary Convener for NE Louisiana Celtic
- 3) Lead for Clan MacLeod activities in the state (Recruiting, Social, Representative)

Term: Request minimum 1 year commitment, desired 3 years

Oklahoma State Commissioner

Duties:

- 1) Serve as Primary Convener for Oklahoma Scottish – Tulsa
- 2) Serve as Primary Convener for Iron Thistle – Yukon
- 3) Lead for Clan MacLeod activities in the state (Recruiting, Social, Representative)

Term: Request minimum 1 year commitment, desired 3 years

#### **1.2 Texas Coordinators**

North Texas Area Coordinator

**Duties:**

- 1) Serve as Primary Convener for Texas Scottish Games  
Term: Request minimum 1 year commitment, desired 3 years

**West Texas Area Coordinator****Duties:**

- 1) Serve as Primary Convener for Midland Highland Games  
Term: Request minimum 1 year commitment, desired 3 years

**Central Texas Area Coordinator****Duties:**

- 1) Serve as Primary Convener for Salado Highland Games  
Term: Request minimum 1 year commitment, desired 3 years

**1.3 Highland Games/Festival Operations**

The Primary Operations within a Region is the attendance at Highland Games. The mission and purpose of attendance is to:

- 1) Recruit new Members
- 2) Retain existing members through a perception of value. Hospitality and Fellowship, as well as information transfer produce value
- 3) Enhance the Reputation and Visibility of the societies' brand.

**1.3.1 EQUIPMENT PERSONALLY PROVIDED:**

- 1) Tent (10'x10' Minimum recommended, 2 10x10 or a 20x10 optimal); RVP will usually have 2<sup>nd</sup> tent when attending
- 2) Tables (1 6' Minimum recommended, 2 optimal)
- 3) Chairs (minimum 2, 4 recommended)
- 4) Morale and Hospitality items (Food, Drink etc)
- 5) Recommend tartan table covers with Clan MacLeod signage/branding

**1.3.2 EQUIPMENT ISSUED FROM REGION FUNDS, NON-EXPENDIBLES REMAIN PROPERTY OF CMS SC REGION AND MUST BE RETURNED**

- 1) Membership Banner Display
- 2) History of Clan Banner Display
- 3) Electronic Files from CMS Webpage for Printing and possible reimbursement of printing cost
- 4) Additional Promotional Materials/Handouts
- 5) Parade Banner and/or Tent Signage
- 6) Membership and Dunvegan Foundation Info placemats

**1.3.3 AFTER ACTION/CLOSING ACTIVITIES**

- 1) Email RVP Summary of Games Ops, any photos (and photo release forms if appropriate)
- 2) Send RVP contact info for interested parties for follow up
- 3) Summarize any suggested changes to promotional materials or standard setup
- 4) Submit receipts if authorized a specific expenditure

**2. POSITION DESCRIPTION FOR THE CLAN MACLEOD USA RVP-SC**

The components of the position description are as follows:

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>JOB TITLE</b>	Clan MacLeod Society USA Regional Vice President – South Central
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>▪ Prepare Mid-Year Report and Financial Statement – Delivered at Fri before 1<sup>st</sup> Saturday in December</li> <li>▪ Prepare biennial newsletter inputs</li> <li>▪ Maintain Regional blog or newsletter (texasmacleods.com)</li> <li>▪ Represent Clan Society at Highland Games and Festivals</li> <li>▪ Develop a succession plan and cultivate talent within the region</li> <li>▪ Act as an information resource for members within the region</li> <li>▪ Prepare Regional Report for Annual General Meeting</li> <li>▪ Report any problems that would make any of the above duties difficult to perform to the CMS USA President, Executive Vice President, and Treasurer.</li> <li>▪ Respond promptly to queries from any Member of Council</li> </ul>
<b>SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"> <li>▪ Project Management Skills- Familiarity with PMBOK a plus, but not required</li> <li>▪ Ability to compose electronic documents in Word and PDF, email and a basic understanding of the WordPress platform</li> <li>▪ Knowledge of CMS USA, Clan MacLeod history, and communication skills</li> <li>▪ Ability to communicate via email with Council members</li> <li>▪ Basic Leadership competencies: Accountability, Reliability, Honesty, Impartiality</li> </ul>
<b>RELATIONSHIPS</b>	<p>The RVP-SC has relationships with:</p> <ul style="list-style-type: none"> <li>▪ Other Regional Vice Presidents, to share tactics, techniques, and procedures</li> <li>▪ The President of the Dunvegan Foundation, to connect substantial donors with the impact of the DF’s charitable giving,</li> <li>▪ The Migration Director for information specific to the Migration Project</li> <li>▪ The Coordinators of CMS USA AGM events, North American Gatherings, Parliaments, or other World Gatherings, and promote their events to the regions members</li> <li>▪ The President of CMS USA, who will provide commander’s intent</li> <li>▪ The CMS USA Treasurer, who will approve budgets and disburse funds to region</li> <li>▪ The CM USA Membership Secretary, who will annually provide a list of the names of current Region members, new members, and dropped members</li> <li>▪ The ACMS Editor of Clan MacLeod Magazine and the ACMS Corresponding Secretary, who should be sent any information or photographs of international interest.</li> </ul>

<b>BUDGET</b>	Region receives a per-capita amount on members on the region. A business case analysis, however informal should be conducted when deciding to finance an activity that it achieves a reasonable ROI before authorizing expenditure of Region funds
<b>REPORTING</b>	<p>The RVP-SC shall submit a written report to the CMS USA Management Council meeting [currently held each December] which will summarise the financial, and other operational events of the previous year. These reports will be in written form which can be given to the recording secretary who will incorporate them into the CMS USA archives. All officers should also be prepared to present reports at Council meetings</p> <p>The RVP will submit reports from the region to the Newsletter editor on a regular basis. Current deadlines for the Newsletter are April 1 and October 1. The RVP should personally report at each Council meeting a summary of successes and new ideas and provide a written report to be included in the Clan archives:</p> <ul style="list-style-type: none"> <li>-Name, address, phone number, email address</li> <li>-List of State Commissioners and their email addresses</li> <li>-List of games attended and date</li> <li>-Venue and winner of regions competition for the MacCrimmon Quaich</li> <li>-Additional social functions with a Clan MacLeod presence</li> <li>-Additional awards given or received in the Region</li> <li>-A paragraph to share new items, ideas, tent arrangements or other concept changes</li> </ul> <p>The RVP must report disbursement of Society funds, out of pocket expenses, net sales of merchandise and profits from events sponsored in the name of the Clan MacLeod Society to the Treasurer annually on a form provided</p>
<b>HUMAN RESOURCES</b>	<p>This is a volunteer position with no compensation.</p> <p>Approximate time commitment required is around 60 hours per games (planning, execution, and closing project activities), plus 16-24 hours a month for standard operations</p>

### 3. REGION BATTLE-RHYTHM

#### 3.1 Calendar Example

DATE	EVENTS	PREPARATIONS
December	Mid-Year Meeting	30 days prior submit reports  Review membership lists and conduct contacts  Plan operations for following Year
January	N/A	Review All regional games for dates, check for new games.

		Scrub Members lists and send contact emails  Register for Midland
February	Various Dates--Burns Night with Local Scottish Societies	
March	12 <sup>th</sup> -13 <sup>th</sup> -- Midland HLG TX  North Texas Irish Festival – Dallas TX (no BCA/ROI to attend at present)	Buy Airline Tickets and Accommodations for AGM  Register for Arlington
April	2 <sup>nd</sup> -3 <sup>rd</sup> -- San Antonio TX Highland Games  2 <sup>nd</sup> -- Tartan Festival, Minden LA  8 <sup>th</sup> -10 <sup>th</sup> Arkansas Scottish Games, Batesville AR; MacCrimmon Quaich  29 <sup>th</sup> -May 1 <sup>st</sup> —Iron Thistle Games, Yukon OK	Scrub Members lists and send contact emails
May	Texas Scottish Games, Arlington TX	
June	N/A	
July	Annual General Meetings/North American Gatherings/World Gatherings/Parliament:  2016 28 <sup>th</sup> -31 <sup>st</sup> , NAG/AGM Merritt BC, Canada  2017 AGM Wilmington NC  2018 Parliament/AGM Dunvegan Scotland	Scrub Members lists and send contact emails
August	N/A	Register for Tulsa
September	12 <sup>th</sup> -13 <sup>th</sup> – Sherwood Forest Celtic Music Festival, McDade TX (no BCA/ROI to attend at present)  16 <sup>th</sup> -18 <sup>th</sup> —Oklahoma Scottish, Tulsa OK	Register for Kerr Co  Register for NELA Celtic  Register for Salado
October	1 <sup>st</sup> – North East Louisiana Celtic, LA  8 <sup>th</sup> -9 <sup>th</sup> – Kerr County Highland Games, TX	Scrub Members lists and send contact emails
November	11 <sup>th</sup> -13 <sup>th</sup> – Salado Highland Games, Salado TX	Prepare Reports for Mid-Year Meeting
December	Mid-Year Meeting	Ensure reports were submitted 30+ days prior  Review membership lists and conduct contacts  Plan operations for following Year

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### **1.1 Payment/Reimbursement of Expenses**

Must have electronic or paper artifacts of receipts or proof of expenditure to be reimbursed from Region monies. Expenditures must be pre-authorized by RVP to be eligible for reimbursement

### **3.2 Resource Links**

<http://www.clanmacleodusa.org>,

<http://clanmacleodusa.magcloud.com>

## **4. WEBSITE AND BLOG OPERATIONS**

### **4.1 Regional Webpage**

Scmacleod.com – maintained by Webmaster/Social Media Coordinator

### **4.2 Region Facebook**

Clan MacLeod Society South Central Region

<https://www.facebook.com/ClanMacleodSocietySouthCentralRegion/> -- maintained by Webmaster/Social Media Coordinator

### **4.3 Region Blog/Newsletter**

Texasmacleods.com – Currently Texas focused, but will expand for Region Coverage. -- Maintained by RVP/Texas Commissioner

### **4.4 State or Area Supplements**

Texasmacleods.com