

ROLES AND RESPONSIBILITIES OF REGIONAL REPRESENTATIVES

- The Regional Council shall consist of two (2) elected Regional Directors to the National Board of Directors, **and each Chapter is authorized three (3) elected representatives on the Regional Council to serve a minimum of 2 years from January 1 to December 31.** (As set forth on page 3, RXIC Bylaws, Revised April 14, 2012 – Article III Section 3.B., Regional Council Structure, Composition and Authority)
- 2016 National Constitution Article III, Section 3.C. –Alternate Regional Representatives
- RXIC Bylaws, Article III, Section IV sets out what the Council does through the elected Regional Representatives.
- Regional Representatives must be financial at their Chapters, Region and National
- Regional Representatives are expected to attend monthly meetings of the Region XI Council on time and seated at roll call.
- Sign-In as Regional Representative and/or an Alternate on the Region's Roster. The alternate can only serve in the absence of the primary chapter rep.
- Take Notes of the meetings, gather reports and communicate with your Chapters
- Vote on behalf of your Chapter – if, you must as an individual, vote your conscience
- Assist with ensuring all required forms are submitted to appropriate RXIC officials, i.e., current Form 4, signed and dated by Chapter President and Secretary to be submitted to Recording Secretary, and Regional dues payable every January to the Council via Financial Secretary
- Original FORM 990's to National Office attention – National Treasurer; 2 copies for Regional Board of Directors and (1) Regional Financial Secretary
- Bring governing documents to Council meetings–National Constitution, RXIC Bylaws, Standing Rules and have a copy of your Chapter's FORM 4 for handy reference if needed.
- Invest in a copy of Robert's Rules of Order, 11th edition newly revised – be familiar with parliamentary procedures
- Adhere to Standing Rules
- Print in advance and review all posted Committee Reports and Council Meeting Minutes
- Participate in Regional deliberations; agree to disagree
- Review RXIC 2017 calendar of events and Chapter hospitality designations
- Subscribe to Regional list serve; visit Regional and National websites frequently
- Become a good listener
- Ask questions; participate on Regional Committees
- Being a Regional Representative is an important responsibility – you are the liaison between the Council and your Chapter; and a collective, unified voice for the Region