

## **SWUSITT - REGIONAL SECTION LEADERSHIP**

### **Section Chair**

The Section Chair shall lead all the officer and general membership meetings. The Section Chair shall have general charge of the activities of the Southwest Regional Section. The Section Chair shall consult with the officers and keep them fully informed with respect to the activities of the Section.

The Section Chair shall be the Officer assigned to general administrative responsibilities.

The Section Chair shall delegate such responsibilities as he/she/they sees it where such delegation is to the best interest of the Section.

The Section Chair shall be responsible for representing the Section in dealings with the parent organization, USITT National.

The Section Chair shall send a list of Section leadership personnel to the Membership Advisory Committee each year by June 15 for notification to the Board of Directors and the Executive Director.

The Section Chair shall be a current USITT member, and shall not exceed six (6) consecutive years in their position.

### **Section Vice-Chair**

The Section Vice-Chair shall assist the Section Chair and, in the absence or incapacity of the Chair, shall perform all functions of the Section Chair.

The Section Vice-Chair shall be responsible for the administration of programming of the SWUSITT Section, including the Annual Symposium, special events, awards, and the coordination of all programs and presentations.

The Section Vice-Chair shall be the officer that works on leadership succession planning, including the call for nomination, running of elections and distribution of ballots.

The Section Vice-Chair shall perform other duties as may be assigned by the By-Laws, the Board of Directors, and/or the Section Chair.

The Section Vice-Chair shall be a current USITT member, and shall not exceed six (6) consecutive years in their position.

## **Communications Liaison**

The Communications Liaison shall be the officer responsible for dissemination of information to the membership and National Office. This shall involve the development, maintenance and solicitation of information for publication, promotion, and marketing by means of the SWUSITT website and social media.

The Communications Liaison shall manage and update the Section webpage as part of the USITT website at least once annually.

The Communications Liaison shall perform other duties as may be assigned by the By-Laws, the Board of Directors, and/or the Section Chair.

The Communications Liaison shall be a current USITT member, and shall not exceed six (6) consecutive years in their position.

## **Secretary/Treasurer**

The Secretary/Treasurer shall manage communication with the National Office for funding, sponsorship, invoicing, and awards, and the Membership Advisory Committee for leadership appointments.

The Secretary/Treasurer shall record all meetings of the members, and the Officers, and shall keep the minutes thereof. The Secretary shall keep and file all records of meetings. The Secretary/Treasurer shall notify all members of the organization of special and annual meetings.

The Secretary/Treasurer shall review all contracts entered into by the Southwest Section, in consultation with the National Office.

The Secretary/Treasurer shall provide an annual audit of the books of the Section which shall be presented to the Officers at their Annual Meeting.

The Secretary/Treasurer shall perform other duties as may be assigned by the By-Laws, the Board of Directors, and/or the Section Chair.

The Secretary/Treasurer shall be a current USITT member, and shall not exceed six (6) consecutive years in their position.

## **Student Liaison Positions 1 and 2**

Student Liaisons shall assist in planning and hosting of events such as symposium, master classes, tours, exhibitions, competitions, convenings, training seminars, and cultivation events regionally.

Student Liaisons shall serve as the voice for student members in Officer meetings, and champion, support, and encourage the creation and activities of Student Chapters in the region.

Student Liaisons may assist the Communications Liaison with social media management, including student takeovers and the gathering of materials from student members and student chapters to highlight and celebrate their achievements and accomplishments.

Student Liaisons shall be current USITT student members, and shall not exceed two (2) consecutive years in their position.

### **Commercial Liaison**

The Commercial Liaison shall assist in planning and hosting of events such as symposium, master classes, tours, exhibitions, competitions, convenings, training seminars, and cultivation events regionally.

The Commercial Liaison shall serve as voice for commercial members in Officer meetings.

The Commercial Liaison may assist the Communications Liaison with social media management, including the gathering of materials from regional commercial members to highlight and promote their work and products and strengthen the Section's professional relationships and network.

The Commercial Liaison shall be a current USITT commercial member, and shall not exceed six (6) consecutive years in their position.