



## Region Elections

---

### Regional Elected Positions and Responsibilities

This is a general list of responsibilities associated with regional elected positions. Responsibilities may vary within individual regions. Some positions may be up for election only in alternating years. For specific information about available roles in your region, please contact your current region chair.

#### Chair/Co-Chairs

---

- Oversee planning and organization of all region events, including workshops, awards recognition, and other events
- Delegate/coordinate tasks with other region board members
- Act as Newsletter Editor (if a Newsletter Editor is not appointed)
- Seek out and publicize advocacy and professional development opportunities
- Write Chair's Letter for quarterly newsletter
- Navigate and use NYSATA database information to communicate with members
- Send updates to NYSATA website coordinator Cindy Henry [chenry@nysata.org](mailto:chenry@nysata.org) or Martin Merchant [merchant@hastings.k12.ny.us](mailto:merchant@hastings.k12.ny.us)
- Verify and sign nominations and awards
- Receive and respond to State correspondence
- Oversee the Region Treasurer position
- Generate agendas and minutes for regular region meetings
- Act as Region Representative to the Board of Trustees (optional—if both BOT Rep positions are not separately elected)

#### Vice-Chair

---

- Assist the chair in all of the above tasks
- Perform tasks as arranged with the Chair/Co-Chairs
- Participate as leader in all region events, to the extent possible

#### Treasurer

---

- Maintain Region bank account and accounting records
- Receive and deposit receivable funds, including disbursements from the State Treasury
- Handles expenses and writes checks
- Balance checkbook and compare to bank statements
- Send quarterly (or as requested) reports to state Treasurer or State Financial Advisor
- Keep tax exempt form and distribute as appropriate
- Reimburse NYSATA related expenses to region leadership/volunteers
- Participate as leader in all region events, to the extent possible

#### Secretary

---

- Assist in planning, organizing, and corresponding with members about all workshops and events
- Attend all region board meetings and keep minutes of all meetings
- Send minutes to region leadership team after each region board meeting
- Develop fliers, press releases, and other correspondence; act as contact for all newsletter items
- Assist with newsletter creation and editing, send compiled newsletter to NYSATA webmaster for publication
- Participate as leader in all region events, to the extent possible

### **Region Representative to the Board of Trustees (BOT)**

---

- Attend three Saturday meetings per year in Albany and one meeting at the state conference location; share BOT information with Region leadership and membership (hotel, mileage, and meals paid)
- Act as liaison between state and region leadership
- Participate as leader in all region events, to the extent possible
- Assist in planning and organizing workshops and events

### **Alternate Representative to the Board of Trustees (BOT)**

---

- Perform duties of the Region Representative in the event that the regular Rep must be absent or cannot fulfill some or all responsibilities
- Alternate reps should be elected for a term, not appointed on a per-meeting basis. This is necessary for consistency when voting on behalf of the region membership and to comply with NYS code that governs charitable organizations.

Additional elected or appointed positions may be available in your region. Your service is needed and appreciated, no matter how small. For more information on how you can use your talents to be a contributing member of our team, contact your NYSATA region chair or other officer in your region (for contact info, see your region page under the ASSOCIATION tab at [www.nysata.org](http://www.nysata.org)).