



State/Province/Territory Representative Job Description

Purpose

State, provincial, and territorial representatives serve as ambassadors between the regional membership and the regional leadership council and board. This position serves the membership by acting as an informational and motivational voice, not only to inform members of regional happenings, but also to encourage involvement by members in regional events, committee projects, and various other tasks. State and province representatives are members of the Heartland Region Leadership Council. The Regional Director appoints them for a renewable two-year term.

Responsibilities

- Submit quarterly articles on news and events in the state/province to the Buffalo Bull Editor.
- Develop and/or maintain a mailing list for updating members in their state/province/territory regarding upcoming workshops, conferences, trainings, etc. that relate to the field of interpretation.
- Act as a liaison between the Heartland Region Board and its members.
- Participate in Heartland Region Board meetings as requested.
- Develop membership drives as needed.
- Assist with the initial planning of the Heartland Region Annual Workshop by coordinating with the Regional Deputy Director to recruit a Workshop Chair in accordance with the workshop time line as described in the Heartland Region Workshop Manual.
- Provide a verbal report (if in attendance) or a written report (if unable to attend) of state/province/territory happenings at the Heartland Region Annual Workshop and the NAI National Conference. Written reports may be submitted to the Heartland Region Deputy Director.
- State/province/territory representatives who desire to leave the position are requested, not required, to identify possible replacements in advance so that their state/province/territory members continue to have this important connection to the rest of the Heartland Region.