**GUIDELINES FOR ASSISTANT CHAIR**

The Assistant Chair is selected from the REC to serve one year. Multiple terms may be served in this position within the three-year term of service on the REC.

JANUARY

Purchase plaques for the Program Chair and Local Arrangement Chair from the previous year’s conference to recognize their outstanding services to the organization. Present

these plaques at the Closing Session of the upcoming February conference.

Purchase plaques/certificates to be given at the Closing Session of the upcoming February conference to REC members completing their terms of services. (See the Guidelines at the end of this document.) Note: If as Assistant Chair, you are completing your term of service, purchase the appropriate token of recognition, but

it will be awarded to you by the Awards Chair at the Closing Session.

Coordinate with the Awards Chair the purchase of plaques.

 FEBRUARY

Pre-Conference:

Check with Chair of Nominating Committee to make sure all details for the election process at the conference have been handled.

During Conference:

Collect all copies of the agenda and report / handouts from the REC meeting for the archives.

Get information from REC members of the individuals (names, titles, and addresses) at their schools who need to receive recognition letters.

In the unavoidable absence of the Chair, preside at the REC meeting, conduct the annual business meeting, and represent the Chair at all conference functions where appropriate.

At the Closing Session, distribute plaques and certificates of recognition to those designated by the REC, thanking them for their service.

MARCH

Check with the Chair of the Nominating Committee to make sure that a call for nominations is placed in the spring *Journal* (deadline March 15).

Mail copies of all materials from REC meeting to the archivist.

 Send TYCA-SE stationery template to all members of the REC.

APRIL

Write thank you letters to Program Chair, Local Arrangements Chair, and officials at the host institution for the February conference.

Write acknowledgment of service letters to those REC ending terms of office.

 Write acknowledgement of service letters for any current members of the REC who

 Requested them at the February REC meeting.

MAY - AUGUST

Check with Chair of Nominating Committee to be certain that the committee is at work to secure REC nominees. Suggest possible candidates when necessary.

Consult with Chair as needed.

SEPTEMBER

In the unavoidable absence of the REC chair, preside at the fall REC meeting.

Discuss with the REC which members will be rolling off the REC so that recognition plaques/certificates can be prepared for presentation at the Closing Session of the Feb. conference. Also, discuss others such as the conference Program Chair, LAC, who will receive recognition, as well.

Collect all copies of the agenda, reports, and handouts from the REC meeting for the archives. Get information from any new REC members of the individuals (name, titles, and addresses) at their schools who need to receive recognition letters. Write letters of recognition as soon as possible.

Check with the Chair of Nominating Committee to make sure candidates’ biographical data and photographs will be ready by the fall *Journal* (deadline October 15).

Mail copies of all materials from the fall REC meeting to archivist.

NOVEMBER - DECEMBER

Consult with chair as needed.

Guidelines for the Awarding of Plaques and Certificates

(Approved 2/22 at Atlantic Beach, FL)

1. Plaques will be given to all elected REC members whose first terms have expired, even if that member might be running for a second term.  Plaques need not reflect the specific position held on the REC, simply the years the member served.  These plaques are presented at the closing session. At the end of an REC member's second term, a paper certificate should be presented rather than a plaque.

2. We will not recognize with plaques appointed REC members who terms are expiring,

 but those members who will be leaving their positions should be thanked verbally.

3. We will not recognize with a plaque REC member who did not complete their terms,

 but a plaque should be given to the person who replaces that REC member. The

 REC member who resigned or otherwise was unable to complete his/her term should

 be thanked verbally.

4. The conference planners should be thanked verbally at the closing ceremony, and

 plaques should be presented to the previous year’s program and local arrangements

 chairs.

5. Plaques are not given to state reps whose terms are expiring, but paper certificates

 should be given to those members. Forego certificates for State Reps who do not

 complete their terms, but present paper certificates to their replacements.

Revised May 2022 by

Beverly Fatherree, Historian

Susan Slavicz, Nominating Committee Chair

Charles Smires, Treasurer

Updated March 2023 by

Charles Smires, Treasurer