**GUIDELINES FOR CHAIR OF THE REGIONAL EXECUTIVE COMMITTEE**

The Chair of TYCA-SE is selected from the REC (Regional Executive Committee) at the Annual Meeting and serves a one-year term. The Chair may serve multiple terms. The term in office begins following the annual conference. The Chair is responsible for overseeing the operation of the organization and, therefore, needs to make sure all REC members are fulfilling their responsibilities as outlined in the duties for their positions. The Chair needs to see that all directives and decisions of the REC are being implemented. The Chair will be required to sign the contract for the upcoming conference and be involved from an informative standpoint in hotel/conference arrangements. In consultation with the REC, the Chair will appoint a member to fulfill the term office of any position, whether elected or appointed, that becomes vacant during the year.

FEBRUARY

Post Conference:

As soon after election as possible, review the By-Laws of the Two-Year College Association and the Regional Associations, the duties for the various positions on the REC, TYCA-Southeast policy motions, and these guidelines. (Later, when time allows, re-read minutes from recent REC meetings and consult as needed materials passed on from outgoing chair.)

Check to make sure that the TYCA-Southeast Rep to TYCA-National sends names and addresses of new officers and information on next year’s annual meetings to NCTE headquarters. Include meeting location, dates, hotel, names and addresses of Program Chair and Local Arrangements Chair (LAC).

As stated in the Bylaws of TYCA, ensure the NCTE Executive Director receives annually the following items from the REC: a. The minutes of all regional business meetings, b. The official call for proposals, publicity, and program of the regional conference, c. The results of all elections and balloting on amendments to the bylaws, d. The regional supplement to the national newsletter and any other publications, e. A brief annual report concerning the year’s activities, f. Copies of all resolutions passed by the regional membership. g. Results of the regional account audit. h. The names of at least two REC officers who are signatories on all financial accounts for the region.

Prepare TYCA-Southeast Directory with names, addresses, phone numbers of all REC members, State Reps, and others needed for quick reference such as the Nominating Committee Chair (if known).

Send copy of TYCA-Southeast Directory to REC, State Reps, and Webtender.

MARCH

When Secretary sends minutes of business meetings at annual conference, review them carefully and handle corrections as Secretary directs.

Review last month’s annual conference and make recommendations as needed to next year’s Program Chair and LAC.

If attending, prepare for the TYCA-National Executive Committee meeting at CCCC. Read over past TYCA-National Executive Committee minutes and file passed on by out-going Chair. Review REC minutes of meetings of the fall and winter to see if anything needs TYCA-National attention.

Prepare and submit Chair’s Note to TYCA-Southeast *Journal* by March 15.

Check with *Journal* Editor to ensure that the *Journal* deadlines are being met and offer assistance as needed.

APRIL

Keep a check on work of the Program Chair and LAC throughout the spring

MAY

Check to be sure Treasurer (or the conference planners) pays NCTE/TYCA-National dues, currently $2.00 for each TYCA-Southeast member not a member of NCTE/TYCA-National, by the June 1 deadline.

Check with Program Chair and LAC before summer break.

Inform REC and State Reps of summer address and phone if different from usual.

Work with the Meeting Planner to establish the date, time, and location for the fall business meeting.

JUNE-JULY

Handle any unexpected matters that come up during these months.

Summer is a good time to look over the files to review past TYCA-Southeast business and to review the policy motions.

Before fall, check terms of office of all REC members, TYCA-Southeast National Rep, and State Reps. One cannot depend on those with expiring terms notifying the Chair in time to follow proper procedures for securing good candidates for those positions.

If at all possible, get away from TYCA-Southeast business for part of the summer!

AUGUST

Thoroughly review preliminary conference program whenever it arrives. Check scheduling carefully. Confer with the Program Chair and LAC about any omissions or problems.

Begin work on fall REC meeting. Provide all REC members with complete details for the fall business meeting. Request agenda items from all REC members, State Reps, and major committee chairs.

Notify others needing information about fall REC meeting and request agenda items. This includes future Program Chairs and LACs, Archivist, and others at work on special projects or chairing special committees.

SEPTEMBER

Prepare agenda for fall business meeting.

Work with the Secretary to secure reports from all REC members for distribution at the fall business meeting.

Preside over the fall meeting.

OCTOBER

Handle required business following fall REC meeting.

Review thoroughly minutes of fall business meeting when received from secretary.

Prepare Chair’s Note and submit to *Journal* by October 15.

Handle details, problems regarding annual meeting as they arise.

NOVEMBER

If attending, prepare for TYCA-National Executive Committee meeting at NCTE.

Check with Program Chair and LAC about annual meeting.

DECEMBER

Review fall *Journal* when it arrives.

Check with Program Chair and LAC.

JANUARY

Request agenda items from REC and State Reps for business meeting at annual conference.

Contact all who will make reports to the REC at its meetings during the annual conference and establish a time for those reports. This notification includes future Program Chairs and LACs and special committee chairs.

Work with conference planners to schedule time and location of REC meetings.

FEBRUARY

Pre-Conference:

Prepare agendas for Wednesday REC meeting, Friday afternoon REC meeting, and General Membership Meeting. Consult with Program Chair about agendas for Opening General Session and Annual Luncheon. (Note: Based on the publishing deadline for the Program Chair, you may need to have this consultation in January.)

Send copies of all agendas and other details to REC and State Reps.

Work with the Secretary to secure reports from all REC members for distribution at the annual conference business meeting

Conference:

Serve as host for the Chair’s Reception on Wednesday night of the annual conference.

Preside at the Opening General Session, the Annual Luncheon, and the closing General Membership Meeting. Make welcoming remarks at all three events. Introduce the REC members at the Opening General Session and the new REC members at the closing General Membership Meeting.

At the Thursday Opening Session call for nominations for next year’s Nominating Committee.  **(**Recognize the importance of broad geographical representation and enough experience in TYCA-SE to know its personnel. Unofficial advice: ascertain who would be willing to repeat on the committee and work behind the scenes to get that person nominated. This committee has often become an after-thought of the conference, with all new members annually and, thus, no continuity. Its functions are far too crucial for such cavalier treatment.) Conduct the election. The nomination process may be closed as soon as three members are nominated.

Handle details, problems, unexpected business as it arises.

Enjoy the fruits of everyone’s labors!

“Smile and be gracious.” (Paul Bodmer, Midwest Regional Chair, 1987)

Post-Conference:

Consult with Assistant Chair about writing thank you letters where appropriate to Program Chair, LAC, major speakers, officials at host institution, etc.

Consult with Assistant Chair about writing acknowledgment of service letters as requested by all those on the REC ending terms of service.

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Updated May 2022 by

Beverly Fatherree, Historian

Susan Slavicz, Nominating Committee Chair

Charles Smires, Treasurer