**GUIDELINES FOR TYCA-SOUTHEAST STATE REPRESENTATIVES**

TYCA-Southeast State Representatives, selected by a vote of the home state members to serve a three- year term with the ability to serve a second term, have the following responsibilities:

WORK WITH THE MEMBERSHIP CHAIR TO:

1. Maintain complete, accurate, and easily accessed records of state membership;

1. Maintain and recruit TYCA-Southeast memberships within the state served by the State Representative;

WORK WITH THE AWARDS CHAIR TO:

1. Select annual recipient of the TYCA-Southeast Cowan Award for Excellence in the Teaching of English and the Bill Doster Distinguished Service Award;

WORK WITH THE ENTIRE REGIONAL EXECUTIVE COMMITTEE TO:

1. Ensure wise decision-making beneficial to the membership at large.

To this end, the State Rep will:

1. Maintain a current listing of all two-year colleges within the state;

1. Maintain an easily accessed file of TYCA-Southeast memberships within the state for the current year and at least two years prior to current year;

1. Develop a list (including address information) of potential TYCA-Southeast members from a variety of sources, possibly including:

 1) Membership files from related state organizations;

* 1. English faculty listings for each college in the state;
	2. Participants at state professional conferences;
	3. Direct personal contacts;
	4. Graduate student listings from state universities;

1. Maintain a file of all membership solicitation letters, cards, flyers, etc., mailed by current Rep.

**TIMELINE FOR TYCA-SOUTHEAST STATE REPRESENTATIVES**

JANUARY

 Recruit new members.

# FEBRUARY

1. Continue new member recruitment efforts.

Attend the annual conference of TYCA-Southeast and participate fully in all business meetings:

1. Pre-conference meeting;

1. REC business meeting;

1. General membership meeting.

# MARCH

Ensure that a newly appointed State Rep receives copies of complete membership files enumerated in IV. A-D of Guidelines.

\*\*\*If **outgoing** State Rep, within one month of completion of service, send to TYCA-Southeast Membership Chair written verification that responsibilities in IV. A-D Guidelines have been completed.

# APRIL

If **newly appointed** State Rep, within one month of appointment send written verification to TYCA-Southeast Membership Chair that complete files have been received and that work has begun to update list of potential members.

# APRIL – AUGUST

Devote spring and summer membership efforts to securing the renewal of memberships from previous year’s members who have not yet renewed for the calendar year (this list to be provided by the Membership Chair).

Encourage the nomination of deserving faculty within the state for TYCA-Southeast Cowan Award consideration and for the Doster Award.

# SEPTEMBER

If **currently serving** State Rep, present to TYCA-Southeast Membership Chair by time of Fall Meeting and, again by February conference, a written itemized status report on all items in IV. A-D of Guidelines, provide electronic copies of the report to the Secretary and to the *Journal* Editor.

Attend State Rep meeting scheduled by the Membership Chair:

1. Provide state membership lists.

 2. Discuss membership goals for individual states.

 3. Discuss regional membership concerns and strategies.

 4. Provide sample ideas and suggestions for new state reps.

 5. Create membership drive calendar.

Attend the fall business meeting of the REC:

1. Present full membership report in writing as detailed in IV. A-D of Guidelines.

1. Function as a member of the organization.

# OCTOBER

Begin in October a major campaign to solicit new TYCA-Southeast members for the next calendar year.

(Note: This campaign should include an extensive statewide emailing, addressed wherever possible to specific individuals rather than to department heads in general.)

# NOVEMBER – DECEMBER

1. Virtual or email meeting(s) for TYCA-Southeast Cowan Award and Doster Award selection; (Put state partisanship aside and act responsibly and confidentially in the selection of Cowan Award recipient).

Updated May 2022 by

Beverly Fatherree, Historian

Susan Slavicz, Nominating Committee Chair,

Charles Smires, Treasurer

Updated March 2023 by

Charles Smires, Treasurer