

PATH Intl. Region Representative Task List Calendar updated 11-2020

3 MONTHS PRIOR TO YOUR REGION CONFERENCE	
<ul style="list-style-type: none"> Plan active outreach events to be provided by your RLT and give to your Region Conference Taskforce Chair to be included in the conference schedule and brochure. 	
EVERY MONTH	
<ul style="list-style-type: none"> Attend MOC conference call (except July and December) – If needed, attend to any action items/assigned tasks. 	<ul style="list-style-type: none"> Record monthly outreach efforts via the RLT Outreach reporting link. Ask RLT members to do the same. Continue to urge your RLT members to call a manageable number of centers each month with a friendly outreach/check-in call. Priority should be to those centers who were identified as struggling or disengaged.
MONTHLY TASKS	
JANUARY	
<ul style="list-style-type: none"> Center membership renewal support. Email, call centers. (<i>Delegate to state/area chairs</i>) The Region Rep organizes a region nominating committee of two to three people by January 31st of the election year MOC conference call 	<ul style="list-style-type: none"> Complete and confirm region leadership team appointments. Make sure new RLT members and their contact info. are reflected correctly on the region website page. Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
FEBRUARY	
<ul style="list-style-type: none"> Ask RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter 	<ul style="list-style-type: none"> Last round of Center membership renewal support. Final Outreach calls to centers by reps. Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
MARCH	
<ul style="list-style-type: none"> Update region information on website 	<ul style="list-style-type: none"> Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
APRIL	
<ul style="list-style-type: none"> Starting April 1st, information, including the benefits, about the Region Rep position will be marketed by both PATH Intl. and the region. The Region Nominating Committee makes a call for nominees, on the Region Facebook page and, if 	<ul style="list-style-type: none"> MOC & RLTs to begin region outreach budgeting discussions. Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report

<p>possible, through emails to PATH Intl. centers and members.</p>	
<p>MAY</p>	
<ul style="list-style-type: none"> • PATH Intl. office to provide Outreach allocation numbers for the new 7/1 – 6/3- fiscal year to Reps • Ask RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter 	<ul style="list-style-type: none"> • Ask RLT members to begin calling to check in on the centers that were struggling or not able to connect with PATH Intl resources/networking (per non-renewal reminder call feedback) • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
<p>JUNE</p>	
<ul style="list-style-type: none"> • Materials for Quarterly Newsletter due by 6/30 • FYI-Members should submit Region Rep nominations to the PATH Intl. Office by 6/15 • Submit 7/1 – 6/30 region outreach allocation budget to MOC chair and staff liaison no later than by 6/30. MOC will share financial plans for educational purposes. Staff liaison will maintain for institutional records and confirm compliance with RR Handbook. 	<ul style="list-style-type: none"> • ****All expenses must be submitted to the PATH office not later than 6/30 • Send any updates needed for region information to PATH Intl. webmaster • All Region Rep nominations received by the office are forwarded to the Nominating Committee Chair by June 25th • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
<p>JULY</p>	
<ul style="list-style-type: none"> • Scholarship Scoring- Region reps score scholarship applications; delays mean recipients can't be notified and plan travel arrangements in a timely manner. • The Region Representative and/or Chair of the Nominating Committee provides a slate of nominees to the PATH Intl. CEO via the MOC staff liaison by July 15th. • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report 	<ul style="list-style-type: none"> • Provide any information for attendee discounts (presenters, awardees, etc.) at PATH Intl. conference and annual meeting to PATH Intl. Office so they can set up discounts in online registration. • Via the RLT Outreach Link, submit the RLT Annual Outreach Report for the 7/1-6/30 fiscal year to the MOC chair & staff liaison no later than 7/31/17.
<p>AUGUST</p>	
<ul style="list-style-type: none"> • Ask RLT members to finish calling with a friendly check-in to the centers that were struggling or not able to connect with PATH Intl resources/networking (per non-renewal reminder call feedback) • Ask RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter 	<ul style="list-style-type: none"> • Make hotel, airfare reservations for international conference. • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report

SEPTEMBER	
<ul style="list-style-type: none"> • Update region information on website. • MOC chair submits annual outreach report to staff liaison and PATH Intl. president. • Materials for Quarterly Newsletter due by 9/30 	<ul style="list-style-type: none"> • If needed, send information to PATH Intl. webmaster. • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
OCTOBER	
<ul style="list-style-type: none"> • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report 	<ul style="list-style-type: none"> • Determine active region outreach activities to be provided at the Intl. Conference. • In-coming Region reps attend a web call orientation & training
NOVEMBER	
<ul style="list-style-type: none"> • PATH Intl. Conference and Annual Meeting • Face-to-face MOC meeting • Conduct region networking activities. • Additional training for incoming region reps if needed, by MOC chair and out-going reps. 	<ul style="list-style-type: none"> • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report • Ask RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter
DECEMBER	
<ul style="list-style-type: none"> • Materials for Quarterly Newsletter due by 12/31 If needed - holiday extension due date by 1/10 • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report • Out-going reps must make sure to record all their outreach efforts to ensure complete records for the in-coming rep 	<ul style="list-style-type: none"> • Newly elected/re-elected region reps begin to appoint all RLT members • Newly elected/re-elected region reps send PATH Intl. webmaster your picture, preferred contact info, and note to your region for your website page. • Region Rep-Check RLT Outreach Report responses to make sure each RLT member has been completing their outreach report
THANK YOU TO ALL THE OUTGOING REPS AND WELCOME IN-COMING REPS!	