

Resource 6: Some “Hows” for State Chair Responsibilities

Primary Duties:

- Serve as member of the RLТ.
- Provide regular communication to PATH Intl. members in your state/area, sharing local information, resources, opportunities, and news. Sending out an email with the subject line “News from the State/Area Chair” through the PATH Intl. office, insures that members know it is local information and insures that every member will receive the communication. **Sending emails to only some members and not all members is not inclusive and does not benefit all members.*
- Host or facilitate at least one state-area wide meeting/ education/networking event each calendar year in addition to meetings held at the PATH Intl. Region Conferences.
 - Notify the region rep of the date and location of the above event no less than 2 months prior to the event so that the insurance can be obtained.
 - Provide the Region Rep with an announcement/invitation with details of the event, so that the PATH Intl. office can promote to the membership. *PATH Intl. must be notified so that information can be sent out from the office.
 - Provide a State/Area Meeting covering topics such as:
 1. **Review PATH Intl. updates** and invite attendees to come to you with any questions or feedback.
 2. **Promote new member and center member benefits and resources** provided by PATH Intl.
 3. **Share what the MOC has been working on** in response to members’ and centers’ requests and again ask for questions and feedback.
 4. **Your state/area’s outreach plan and budget** – Share your plan and budget currently in place. Discuss the importance of centers and professionals identifying potential local resources for outreach. Ask them to bring outreach ideas to you for possible funding discussion. Share information on what other states/areas are successfully funding. Please make sure they understand they are not applying for grants or funding by PATH Intl. They are providing possible outreach ideas (that benefit multiple areas and center) to be funded through the region’s allocation at the discretion of the RLТ.
 5. **Networking resources** – Explain the importance of the membership directory for professional connections. Share what happens (or doesn’t happen) when members do not keep contact information updated or choose to “opt out” of communications. Talk about Community Connections for peer-to-peer networking. Share region and state Facebook pages and groups information for local networking.
 6. **PATH Intl. response to membership requests for accessible CEUs** – Share information on webinars and online training courses offered. Share the MOC document, “Region Tips for CEUs.” Ask attendees to share CEU resources they find on Facebook and Community Connections. Suggest that centers get together to start CEU collaborations. Ask centers who provide CEU opportunities to invite local instructors. *If every center offered to host two no-charge presentations a year and open them up to all local instructors, it would go a long way towards supporting PATH Intl. professionals and building camaraderie among centers.*
 7. **Share any current deadline reminders** for centers/members such as award nominations, region newsletter content, center renewals and individual membership renewals.
 8. Share any known information regarding **region conference**.
 - Provide region rep with minutes of meeting to share with the membership.

- Representing your state/area, work with the RLT to determine which networking, educational and outreach opportunities should be part of the Region's Outreach Plan and budget.
 - Gather and share information with members in your state/area by:
 - Seeking input from centers and members to identify both:
 - Their common EAAT outreach needs (*What target populations do they most want to educate about EAAT and their centers, to best meet their needs? i.e. potential participants, volunteers, instructors, equine donors, financial donors, professional partners....*)
 - The key opportunities in the state/area to promote PATH INTL. centers, certified professionals, and association to those target populations
 - Identified the most strategic of the suggested opportunities (the one most likely to benefit the most centers) and facilitate the activity by:
 - Promoting participation of multiple centers and members including necessary manpower/resources *** All centers that would benefit should be encouraged to join in the effort.*
 - The above identified event should be added to the RLT Outreach Plan.
 - If funding is needed discuss adding the outreach effort to the Region Outreach budget.
- Educate non-members about the benefits of being a member/center members of PATH Intl.
- Promote and share PATH Intl. resources with state/area members.
- Promote growth, education and involvement in EAAT within states, provinces and internationally and coordinate effective networking.
- Facilitate networking to new members and non-members through personal contact (e.g., phone calls, email, post, etc.)
- Facilitate networking and PATH Intl. brand awareness through involvement in local or state/province or national equine organizations.
- Attend home-region PATH Intl. Region Conference and RLT activities, including:
 - RLT meeting
 - Help plan and facilitate the RLT networking session for attendees
 - Run a state/area business meeting (using agenda set by RLT prior to conference).
- Each month, provide outreach efforts and activity information via the RLT Outreach reporting link.
- Attend your region's RLT conference calls
- Other duties as determined by region rep