

SCR Officer Job Descriptions

Region Director

1. Shall be a member of the National EGA Board and shall attend its meetings.
2. Shall report directly to the EGA Vice President of Operations.
3. Shall be a member of the EGA Regions Committee.
4. Shall preside at all meetings of the South Central Region.
5. Shall provide an agenda and other necessary information to officers and the board prior to each SCR meeting.
6. Shall be an ex-officio member of all committees except the nominating committee, and shall appoint committee chairmen as specified in the Bylaws.
7. Shall send Communications to the region representative and the president of each chapter in order to ensure at least one channel of communication.
8. Shall sign all contracts related to Region business i.e., Seminar Hotel, Faculty, and meetings.
9. Shall keep and bring the Region Banner to all official meetings, etc.
10. Keeps general correspondence; correspondence containing a directive or information on an on-going project within the region or at National until met or time frame expires.
11. Passes on to successor permanently kept documents and other items pertaining to the position.

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Assistant Director

1. Shall maintain an up-to-date list of chapter officers.
2. Shall arrange any workshop to be held in conjunction with the annual meeting. This shall include:
 - a. Confer with Region Director to determine technique/lecture to be offered.
 - b. Solicit classes/lectures from EGA members/interested parties.
 - c. Work with teacher/lecturer to set kit/registration cost.
 - d. Work with the Region Secretary to publicize the workshop/lecture to the EC and chapters.
 - e. Send teacher/lecturer the contract to be signed. Send signed contract to RD for her signature.
 - f. Work with Special Events chair to secure space for workshop/lecture.
 - g. Ensure all students have paid any required fees.
 - h. Work with Treasurer to pay teacher for time and kits or lecturer for time. Note: Region will NOT pay travel costs for teacher/lecturer unless the teacher/lecturer is a member of the EC or a chapter representative who is otherwise entitled for travel reimbursement.
3. Shall attend national board meetings as a non-voting member in the absence of the Region Director.
4. Shall serve in any capacity as directed by the director.
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project within the region until met.
6. Passes on to successor permanently kept documents and other items pertaining to the position.

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Secretary

1. Shall give or cause to be given, in a timely manner, notice of all meetings of the South Central Region board of directors and the executive committee.
2. Shall record and keep a permanent record of the minutes of these meetings. Shall keep a record of motions made and passed at each meeting.
3. Shall have these minutes ready for distribution to the chapters of the South Central Region and the EGA Vice-President of Operations within 30 days after the meeting.
4. Shall provide the national EGA headquarters and the EGA Vice-President of Operations a current list of officers.
5. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
6. Passes on to successor permanently kept documents and other items pertaining to the position.

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Treasurer

1. Shall be custodian of all Region funds and will report to the national EGA treasurer annually as directed by EGA policy.
2. Shall give a current financial statement of the condition of the treasury at all South Central Region meetings. Shall prepare a budget for the following year of the SCR and present it at the annual meeting.
3. Shall prepare an amended budget, if necessary, for the upcoming year.
4. Shall notify the region executive committee if a chapter is delinquent in their dues.
5. Shall notify the seminar chairman and the executive committee when any budgeted funds are exceeded in any area.
6. Shall maintain a SCR membership count by chapter.
7. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
8. Passes on to successor permanently kept documents and other items pertaining to the position.

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Education Coordinator

1. Shall disseminate information between national and the local chapters for all educational programs and services of EGA including educational programs developed by South Central Region.
2. Shall serve as chairman of the region education committee.
3. Keeps general correspondence; correspondence containing a directive or information on an on-going project until met.
4. Passes on to successor permanently kept documents and other items pertaining to the position.