

# Guidelines for Sun Region Meetings

There shall be two meetings each fiscal year unless otherwise ordered by the executive committee. The Sun Region meetings will be scheduled no more than four weeks after the EGA board meetings. The Executive Committee and Finance Committee shall meet prior to the region meeting during the same weekend. The dates shall be announced to the region Board of Directors (BOD) no later than 30 days in advance via the Call to Meeting (CTM).

## **Meeting Locations:**

- The meetings shall be held at a central location within the state of Florida, unless it is necessary to schedule it in conjunction with a specific region event or otherwise approved by the Executive Committee.
- The meeting place, sleeping rooms, and meal(s) shall be in one location and minimizing cost will be a prime consideration. The luncheon can be held at the hotel or a nearby restaurant.

## **Meeting Details:**

- The meetings shall be two half-days in length - 1 to 5 p.m. the first day and 9 a.m. to 1 p.m. the second day.
- A needle-related program and/or training event will be held on the evening of the first meeting day.

## **Agenda Items:**

- Any member of the Sun Region may suggest an agenda item through their Region Representative.
- All items for the meeting agenda, whether in the form of items for discussion, chapter problems, and/or ideas to better the region are to be directed to the Region Director for inclusion into the meeting agenda no later than 21 days prior to the meeting.

## **Host Chapter's Responsibility:**

- Any chapter in the Sun Region may host a region meeting.
- The host chapter shall be responsible for providing favors for the luncheon and a needle-related program and/or training event on the evening of the first meeting day

## **Region Director's (RD) Responsibility:**

- Coordinating the selection of the hotel with the ARD.
- Approve and sign all region contracts that involve financial decisions.
- Approve all agenda items.
- Assure no chapter lacks representation due to financial hardship. Financial assistance will be determined and directed by the RD in accordance with the Sun Region bylaws and Policies & Procedures.

### **Assistant Region Director's (ARD) Responsibility:**

- Coordinating the selection of the hotel with the RD
- Negotiate a contract with the hotel and present a contract to RD for review and signing.
- Provide a signed hotel contract to the region treasurer.
- Provide details and requirements for hotel reservations and luncheon in region newsletter and CTM.
- Collect all luncheon checks and forward them to the region treasurer.
- Provide a map or driving instructions of the meeting location and clip and mail to the newsletter editor for inclusion in Sun News.
- Notify the RD, the region treasurer host chapter and the meal facility of the final number of reservations for the luncheon.

### **Region Treasurer's Responsibility:**

- Make hotel reservations for the Executive Committee and parliamentarian.
- Arrange for payment of deposit or set-up a master account with the region meeting facility as required.
- Settle all accounts associated with the region meeting before departure from the facility.
- Deposit all luncheon checks from the ARD no later than 1 week after the region meeting.

### **Secretary's Responsibility:**

- Prepare and send out all pre-meeting documents (calendar, CTM, packet).
- Set up meeting room. (Name and voting cards.)
- Take minutes and send draft to designated individuals for editing.
- Send finalized minutes to board members and web chair for posting within 30 days of meeting.

### **Region Representative's Responsibility:**

- Prepare for, participate in meeting, and follow up with chapter you are representing per job description and recommendations found in I-A, I-B, I-C in the Region Rep's Handbook.

### **Board Members' Responsibility:**

- All board members with the exception of the Executive Committee and Parliamentarian are responsible for making hotel reservations prior to the deadline. Other guests wishing to attend the luncheon, board meetings or evening program are eligible for the group rate, however there must be at least one Sun EGA member per room and that member must attend the board meeting in order for the rate to apply
- Mail luncheon reservation (Clip & Mail) along with check for the luncheon to the ARD.

# 2010 Sun Region Funded Correspondence Courses (GCC)

**Objective:** to provide at least one GCC opportunity for all Sun Region members

## Process:

1. Decide which GCC your chapter wants to take and get sign-ups within your chapter. If you reach 20 registrants plus the group coordinator (total of 21), send for the paperwork from National\*, fill it out, and send to the Region Treasurer for action.
2. If in step 1 your chapter does not get 21 sign-ups, contact the Region Education Chairman at [education@sunregionega.org](mailto:education@sunregionega.org). Cheri will advertise availability in your selected GCC to the region (via e-mail and the region website) for two months. Concurrently, the group coordinator should contact National\* for the paperwork.
3. At the end of two months **or** when registration reaches 21 (whichever happens first), Cheri will contact you to proceed with your GCC. Fill out the paperwork and send it to the Region Treasurer for action.
4. Note: The minimum number of students is 10. If a chapter has not reached this minimum, they may continue to advertise on the website beyond the two months.

## Additional GCCs:

Sun Region has authorized 16 GCCs for 2010. If by the September Sun Region meeting all 16 have not been spoken for, chapters can request a second GCC on a first come, first served basis. The same process will apply.

\*Please read the registration process instructions on the EGA website or in the education catalog, page 33. The “EGA Registration/Information Request Form” in the Education catalog should be sent to National with the GCC identified. National will return a Registration form that will include instructions. The Chapter coordinator must submit the completed registration form received from National to the Region Treasurer to have the Region pay for the GCC registration. The form in the catalog cannot be used to submit to the Region Treasurer for payment to National! Each chapter is also responsible for mailing a copy of the forms along with payment for texts to the teacher.

## GCC – Nuts & Bolts

There are just a few steps to starting your Sun Region GCC

1. Select a GCC.
2. Sign up all interested members in your chapter.
3. If you have 10 but less than 20 + the coordinator, contact Cheri Hammer at [sledgetoo2@cox.net](mailto:sledgetoo2@cox.net) and she will advertise your GCC by adding it to the list on the website and sending an e-mail to each chapter.
4. After 2 months you may proceed with the registration process. Mail “EGA Registration/Information Request Form” to Brad Cape at Headquarters (see P 33 in the 2009-2010 Education Catalog). After receiving the registration and participant list forms from Brad, complete and mail to Pam Burke so that she can send the check to EGA. Send a copy of the form in b., with a chapter check for the total amount for the texts to the teacher.
5. If you have fewer than 10 participants, consider working with another chapter. You may advertise your group for an unlimited amount of time but will need to reach the minimum 10 for the region to pay your fee. Please allow 6 weeks for paperwork to be processed. Then enjoy your class!!!!

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