

Appendix 1 - PATH Intl. Region Representative Task List Calendar (ed.09-2018)

<p>3 MONTHS PRIOR TO YOUR REGION CONFERENCE</p>	
<p>*****Plan the networking event session to be provided/hosted by the RLT. Submit to your Region Conference Taskforce Chair <u>and</u> PATH Intl. Region Conference Coordinator staff, to be included in the conference schedule and brochure. *****</p>	<p>Sessions, meetings, and outreach activities provided by the RLT at the Region Conference:</p> <ul style="list-style-type: none"> • PATH Intl. Region Meeting facilitated by the Region Representative; • PATH Intl. State Meetings facilitated by the State Chairs; • Facilitated Networking Session(s); • PATH Intl. Region Awards; • PATH Intl. Field Test Standards Hearing (if any standards in field test); • PATH Intl. Update for 1.5 hours with no other competing sessions. This update can take place during a meal. <p>The representatives/RLT should be working with the conference host to make sure these things happen and are supported.</p>
<p>EVERY MONTH</p>	
<p>✓ Attend MOC conference call (except July and December) – If needed, attend to any action items/assigned tasks.</p>	<p>✓ Record monthly outreach efforts via the RLT Outreach reporting link. Remind RLT members to do the same.</p> <p>✓ 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.</p>
<p>MONTHLY TASKS</p>	
<p>JANUARY</p>	
<ul style="list-style-type: none"> • Complete and confirm region leadership team appointments. 	<ul style="list-style-type: none"> • Make sure new RLT members and their contact info. (<i>Including phone #s, if they give their permission</i>) are reflected correctly on the region website page.
<ul style="list-style-type: none"> • Center membership renewal support. Call centers. (**<u>Delegate task to state/area chairs</u>). *(<i>Notes about struggling or dis-</i> 	<ul style="list-style-type: none"> • With RLT, discuss outreach plan and budget. *Review what has been done in first 6 months and determine an action plan for the remaining

<i>connected centers should be kept for future outreach calls.)</i>	6 months.
FEBRUARY	
<ul style="list-style-type: none"> • Live Video Training Meeting for Communication Chairs provided by MOC Chair and Cher • <u>Communication Chair</u> asks RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter, so that she/he can begin the draft. 	<ul style="list-style-type: none"> • Last round of Center membership renewal support. <u>Final Outreach calls to centers made by region reps.</u> * (Notes about struggling or disconnected centers should be kept for future outreach calls.)
MARCH	
<ul style="list-style-type: none"> • If needed, update region information on website • Review your RLT Outreach Reporting Responses to insure each member is reporting. 	<ul style="list-style-type: none"> • Materials for Quarterly Newsletter due by 3/31 • Live Video Training meeting for Treasurers provided by MOC Chair and PATH Intl. staff.
APRIL	
<ul style="list-style-type: none"> • With RLT, discuss outreach plan and budget. Review what has been done in first 9 months and determine an action plan for the remaining 3 months. 	<ul style="list-style-type: none"> • MOC & RLTs to begin region outreach budgeting discussions for next fiscal year.
MAY	
<ul style="list-style-type: none"> • PATH Intl. office to provide Outreach allocation budget for the new 7/1 – 6/3- fiscal year to Reps • Led by Reg. Rep. <u>with the Treasurer</u>, RLT begins Outreach Budget discussions. • <u>Communication Chair</u> asks RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter, so that she/he can begin the draft. 	<ul style="list-style-type: none"> • RLT reviews region rep nominations and determines candidates. • RLT informs MOC staff liaison of candidates to be included on ballot. • 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)
JUNE	
<ul style="list-style-type: none"> • Materials for Quarterly Newsletter due by 	<ul style="list-style-type: none"> • <u>Treasurer</u> reminds RLT and insures that ****All

6/30	expenses are submitted to the PATH office no later than 6/30 *****
<ul style="list-style-type: none"> • Region Reps (with Treasurer) - submit 7/1 – 6/30 region outreach allocation budget to MOC chair and staff liaison no later than 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"> • Send any updates needed for region information to PATH Intl. webmaster • Make sure that each RLT member has been completing their outreach report link
JULY	
<ul style="list-style-type: none"> • Scholarship Scoring (for the PATH Intl Conference & Annual Meeting) 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Provide any information for attendee discounts (presenters, awardees, etc.) at PATH Intl. conference and annual meeting 	
AUGUST	
<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) 	<ul style="list-style-type: none"> • <u>Communication Chair</u> asks RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter, so that she/he can begin the draft.
<ul style="list-style-type: none"> • Make hotel, airfare reservations for international conference. 	<ul style="list-style-type: none"> • Review region information on PATH Intl. website. If needed, send up dates to staff.
SEPTEMBER	
<ul style="list-style-type: none"> • MOC chair submits annual outreach report to staff liaison and PATH Intl. president. 	<ul style="list-style-type: none"> • Review your RLT Outreach Reporting Responses to insure each member is reporting.
<ul style="list-style-type: none"> • Materials for Quarterly Newsletter due by 9/30 	
OCTOBER	
<ul style="list-style-type: none"> • Make sure each RLT member has provided their outreach efforts via the RLT outreach link. 	<ul style="list-style-type: none"> • Determine active region outreach activities to be provided at the Intl. Conference.
	<ul style="list-style-type: none"> • In-coming Region reps attend a web call orientation & training

<p>NOVEMBER (note: Intl. Conference may be in another month)</p>	
<ul style="list-style-type: none"> • PATH Intl. Conference and Annual Meeting <ul style="list-style-type: none"> -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"> • <u>Communication Chair</u> asks RLT members to begin reaching out to centers for news for the next Qtrly. Newsletter, so that she/he can begin the draft.
<p>DECEMBER</p>	
<ul style="list-style-type: none"> • Materials for Quarterly Newsletter due by 12/31 If needed - holiday extension due date by 1/10 • Meet with MOC Chair to review your budget to actual and your pipeline of remaining outreach activities planned. • Review your RLT Outreach Reporting Responses to insure each member is reporting. 	<ul style="list-style-type: none"> • Newly elected/re-elected region reps begin to appoint all RLT members • Send PATH Intl. webmaster your picture, preferred contact info, and note to your region for your website page. • Out-going reps must make sure to record all their outreach efforts to ensure complete records for the in-coming rep
	<p>THANK YOU TO ALL THE OUTGOING REPS</p> <p>WELCOME IN-COMING REPS!</p>