

## Region Representative Position Description

**Structure:** One elected from each of four regions by entire membership as stated in bylaws.

**Term:** Two years on a staggered basis. *(1 & 3 elected in odd years, 2 & 4 in even years)*

**Region Representative Purpose:** Serve as a liaison between the Board of Directors and the Membership-at-large to ensure cohesiveness throughout the Association by representing the collective voice of their Region at Board of Director meetings, and working to recruit, retain and engage members on a regional basis.

### Region Representative Responsibilities:

1. Attend Orientation for Board and Committee Leaders at Annual Conference.
2. Serve on the Membership Committee as a Regional Representative.
3. Submit budget requests before September 30 for following year's Region activity.
4. Operate within assigned Budget. If changes are needed, present facts and figures to the Board.
5. Prepare a written Region Update in advance of every Board of Directors meeting and for inclusion in the Annual Report.
6. Submit Region updates for each quarterly IMPACT Magazine, and articles to WPRA publications as appropriate to inform membership of Region activities.
7. Submit full roster of Region leadership to WPRA Office for posting on website.
8. Responsible for orienting the incoming Regional Representative and providing information and guidance as necessary for continuity of the Region.

### Region Representative Meetings:

1. Schedule Region meetings for the following year by October 31, in conjunction with other Regional Representatives to avoid conflicting dates with WPRA events, Board of Directors meetings and other Regional meetings.
2. Regional Representative is responsible for executing Regional Meetings by securing site/host, planning all logistics, agenda development, educational content, inviting members in the Region, etc.
3. At each Regional Meeting, provide an update on current WPRA activity.
4. Regions may have their own structured leadership positions as needed to carry out the activities of the Region.
5. To obtain CEUs Regions must submit event details to the WPRA Office in

advance for approval.

6. Regional Representatives are responsible for keeping their Regional members informed of Region activity, and notifying the Board and WPRA Office by sending copies of agendas, minutes, reports, etc.
7. Regional Representatives serve as a resource for Regional member questions, and properly and effectively conveying those to the Board of Directors, WPRA Office and Membership-at-large, as appropriate. They are further responsible for conveying Region-specific information back to the Regional members.
8. Regional Representatives work with the President-Elect to develop best practices among the Regions for cohesiveness throughout WPRA.

### **WPRA Regions:**

#### **Region I: PARPRO *Northwestern***

West Central and Western Uniform State Districts consisting of Adams, Ashland, Barron, Bayfield, Buffalo, Burnett, Clark, Crawford, Chippewa, Douglas, Dunn, Eau Claire, Florence, Forest, Iron, Jackson, Juneau, La Crosse, Langlade, Lincoln, Monroe, Oneida, Pepin, Pierce, Polk, Portage, Price, Rusk, Sawyer, St. Croix, Taylor, Trempeleau, Vernon, Vilas, Washburn, and Wood Counties.

#### **Region II: NEWPRO *Northeastern***

Lake Winnebago and Lake Michigan Uniform State Districts consisting of Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, and Winnebago Counties.

#### **Region III: PARR3 *Southern***

Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, LaFayette, Richland, Rock, and Sauk Counties.

#### **Region IV: SEPRC *Southeastern***

Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties.