Regional Rep Guidelines and Responsibilities

Requirements:

* is a 2-year minimum volunteer commitment.
* You must be a member in good standing to become a Regional Rep.
* You do not need to have held another position within the AIA before applying for the position of Regional Rep.
* You must have a current volunteer application on file with AIA.
* Position Renewal and Termination
  + You do not need to reapply every 2 years to continue to be a Regional Rep.
  + Self-termination of Regional Rep position requires a 30-day written notice to the Global Rep.
  + You will receive written notice of Termination by AIA if there is a violation of Code of Ethics or failure to comply with Regional Rep Guidelines and Responsibilities.

The Position:

The Regional Rep is considered a ***Management and Motivating*** position. Regional Reps are leaders within the AIA. They set the tone for the State Reps and their members.

As the Regional Rep you are responsible for the following to include but not limited to

* Divide and disseminate the current membership roster to your state reps within 72 hours of receipt from the Global Rep. Remember that members’ privacy is paramount, and these lists need to be kept as private as possible.
* Hold at least 2 Educational Regional Meetings per year
* Support your State Reps and encourage them to host their required two meetings
* Encourage your State Reps to encourage their state members to attend at least two regional meetings each year
* Encourage your state reps to collaborate with other states for their required meetings
* Communicating quarterly with your State Reps via e-mail, mail, or telephone/text, etc. Contents of the communication could include, but is not limited to
  + Upcoming meeting information
  + Information about pertinent AIA meetings & information
  + Welcoming new members
  + Links to journal articles of note
  + Links to podcasts/websites/blogs of note
  + Etc.
* Provide guidance and leadership to State Reps. This can be done through an ‘open door’ policy, virtual office hours hosted on your own virtual platform, etc.
* Attend all Regional Rep Meetings \*
* Attend all Quarterly All Rep Meetings \*

\*We understand that there are extenuating circumstances that may prevent attendance. In that case, notify the Global Rep via e-mail as soon as possible.

The Regional Rep is responsible for the timely submission of their Forms A & B for Regional meetings.

* Check the AIA Zoom Calendar to see if your desired date is available (<https://calendar.google.com/calendar/u/0?cid=YWlhem9vbWNhbGVuZGFyQGdtYWlsLmNvbQ>)
* Submit your Form A at least 6 weeks before your event to <formA@alliance-aromatherapists.org>
* Host your meeting, take attendance, fill out your Form B and send it to [formA@alliance-aromatherapists.org](mailto:formA@alliance-aromatherapists.org)