

TSGNA DIVISION DIRECTORS' COMMISSION

1. Term in office two years; elected by TSGNA Membership.
2. Oversee the activities of assigned division and chapters.
3. Monitor the goals and progress of assigned Committees.
Western Division Director-Communications Committee
Middle Division Director-Education Committee, Points Committee
Eastern Division Director-Membership Committee
4. Act as liaison between Committee Chairpersons and the Board of Directors and between Division Officers and the Board of Directors.
5. Serve as resource person to Committee Chairpersons and Division Officers.
6. Obtain written reports from Committee Chairpersons and Division Officers as follows:
 - A report, outlining the goals for the year, should be obtained by Nov. 15th. The committee reports should also contain the names, addresses and phone /fax numbers of the committee members and the purpose of the committee.
 - Minutes and roll of each division meeting should be received within two weeks after the meeting from the Division Secretary.
 - A report summarizing progress and activities by December 1st.
 - A report summarizing progress and activities by April 1st.
 - A year-end report summarizing progress (especially achievement of defined goals) and activities by September 1st.
 - Other reports as indicated.
7. Submit written reports to the TSGNA President, Board of Directors and others, as follows:
 - A report summarizing the reports from the Committee Chairpersons and Division Officers and outlining other goals for the year should be submitted to the Board of Directors by Dec.1. Copies of the reports from the Committee Chairpersons and Division Officers are acceptable.

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- A report summarizing progress and activities of committees and division to the Board of Directors by April 1st.
 - Agenda items and a year-end report summarizing progress (especially achievement of defined goals) and activities of committees and division to the President one month prior to the TSGNA Annual Meeting, sending the requested number of copies of the report to the Program Chairperson for inclusion in the syllabus for the TSGNA annual meeting by September 1.
 - Agenda items for other Board Meeting must also be submitted to the President one month prior to the meeting.
 - Reports as requested for the *TSGNA Newsletter*.
 - Other reports as requested.
7. Utilize Division Meetings to share pertinent TSGNA / SGNA information with members.
 8. Oversee the implementation of identified goals.
 9. With the approval of the President, appoint and terminate special task forces needed to facilitate implementation of goals.
 10. As requested, submit a list of Divisional Meeting Continuing Educational Units to the President to be used for rechartering by SGNA.
 11. Submit names of potential, future TSGNA leaders to the Board of Directors.
 12. Annually, attend a minimum of three (3) Board of Directors Meeting's and the TSGNA Annual Meeting and Educational Course. Should an emergency prevent attendance at a Board of Directors Meeting, the President should be notified, and a Committee Chairperson should attend in place of the Division Director.

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