

SNEWGA Regional Delegate Responsibilities

Delegate Description

1. The member clubs of SNEWGA are divided into four regions for the purpose of electing delegates at large. A list of the member clubs by region is on the SNEWGA website under "Clubs, Reps, Delegates".
2. Delegates are the liaison between the Board and the SNEWGA Club Representatives to promote communication, participation and improvements within the organization.
3. At the SNEWGA Fall Meeting, two (2) Delegates are elected from each region. They will share the work of communicating to the clubs within their region.
4. Regional Delegates are **voting members** of the Board, members of the Executive Committee, and are expected to attend board meetings and play an active role in the work of the board.
5. Each year the Regional Delegates are elected at the SNEWGA Fall Meeting by votes from their peers within their region. If you are planning to leave your position for the following season, please think about succession planning and whom you could encourage and mentor for your position.
6. Delegates are encouraged to consider advancement to other board positions as they gain experience. There are opportunities for mentoring/shadowing board members currently holding positions you may have interest in.

Guidelines for Regional Delegates

1. On a regular basis communicate with the SNEWGA Club Representatives in your region regarding issues or concerns about the organization or any matter that should be brought to the attention of the board. (See below for suggested communication items.)
2. Reach out to your SNEWGA Representatives in some way—either by phone, e-mail, or host a "get-together" (with attendance by a board member if requested) of the SNEWGA Club Reps in your region for the purpose of letting them know who their Regional Delegates are; encourage reps to recruit as many members as possible from their clubs for that season; answer questions the Reps may have; find out what help they may need during the season. If a "get together" is hosted, both Regional Delegates will work together on this endeavor.
3. If there is a club in the Regional Delegates' region that is hosting a SNEWGA tournament that year, contact the club SNEWGA Club Rep to ask what help she needs and participate if possible.
4. Contact each SNEWGA Club Rep prior to the Spring and Fall Meetings to ensure they have received the invitation and encourage them to attend. Remind them that the cost of the breakfast is FREE for the Rep. Encourage as many SNEWGA Club Reps to participate in these two meetings as possible. The Spring Meeting is a good venue for the Club Reps to get the most up-to-date information to start the season, and to receive the SNEWGA Directories, and tournament flyers.

The Fall Meeting has elections, review of the years' events, and up-to-date information on changes for the following season.

5. Coordinate the acquisition of raffle prizes for the SNEWGA Member/Member with the Club Reps in your region. Communicate with and update raffle chair(s) (typically the Regional Delegates of the region in which the tournament is held) on progress. It is requested that each club's raffle prize be identified at least two(2) week before the event.
6. Serve as host/coordinator for tournaments at SNEWGA clubs in your region with no members. Organize a committee as needed. The SNEWGA Tournament VP is available for assistance.

Ideas for Communication

- Send a schedule of upcoming SNEWGA events to the Club Reps in your region and ask them to forward the information to their club members.
- Communicate pertinent information from SNEWGA board meetings such as rule changes, posting, slow play, etc.