



## Associations Committee Responsibility of the Vice Chair/Regions



### Responsibilities:

1. Elected member of the Association Executive Committee
  2. Attend Annual Meetings
  3. Attend monthly AEC conference calls
- Serves as the Chair of the Associations Committee Region Rep Program and is the liaison from the AEC Committee and the National Office to the Region Reps.

There are currently (7) Region Reps assigned to the following regions (and the associations they support):

Eastern (11)  
Mid-America (7)  
Midwest (8)  
Northwest (8)  
Southeast (7)  
Southwest (8)  
West (8)

- The AEC VCR's goal is to strengthen the Region Rep Program by developing standards for Region Reps in the areas of communications with their associations, attaining increased visibility, developing relationships within their associations, and offering assistance and support on association matters.
- In addition, The VCR works with the Region Reps in supporting and growing their regional open track and field championships.
- The VCR ensures that the region reps are conducting informative meetings at the Association's Annual Workshop and at the USATF Annual Meeting. Of importance is recognizing their associations' great volunteers at the annual meeting.

### Additional Responsibilities:

1. Schedule quarterly conference calls with the region reps as well as meetings at the Association Workshop and Annual Meeting – to share any issues, ideas, feedback from their associations. Develop and send out agendas for all meetings.
2. Ensure that region reps are sending out quarterly newsletters to their associations with important reminders from the national office as well as any regional news and information. Work with the National Office to provide the reps with access to Delivra or whatever communications tool that the National Office employs.
3. Develop the Region Rep Evaluation Criteria to measure interest, commitment and performance. Convey these standards to the region reps to ensure they are tracking to them throughout the year.
4. Post newsletters and meeting minutes to the association page for each region. Ensure that all documents follow a standard template. Ensure that region reps are submitting materials on a timely basis.
5. Bids for championships – Review/approve championship bids before they are submitted to National. Work with the USATF Events Committee to set up all region championships on the national website. Engage the region reps in assisting their championship events with online registration, sending out regular news releases advertising their championships, ordering regional medals, monitoring any issues, registration numbers, and if possible, being on hand on event day to present medals.
6. Association visits – review and approve any requests by region reps (in conjunction with the AEC Chair) for travel to their associations. Requests must include reason for visit, and travel must be booked through the USATF National Office. Region reps must file full reports with the VCR and AEC Chair upon return from their trips.
7. Monitor budget and approve expenditures for each Region Rep.