

## EXPECTATIONS FOR ISTA REGIONAL DIRECTORS

- **NETWORKING WITH YOUR REGION'S MEMBERS TO SHARE AND GATHER INFORMATION**
  - Being a resource of ISTA information for your region—being the face of ISTA
  - Keeping members in your region informed by email, postcards, etc.
    - Optimistically, contacting all ISTA members within your region within your two-year term, with assistance from your regional counterpart
    - Updating ISTA membership database, to better identify needs, questions, challenges, etc. of your regional members.
  
- **BUILDING LEADERSHIP TALENTS AND SKILLS AMONG REGION'S MEMBERS**
  - Encouraging membership in ISTA through your own networks for science teaching
  - Soliciting help from members within your region to help with the conference, spectrum, awards, grants, ISTA standing and ad hoc committees, etc. *with assistance of full board and your growing network of the ISTA network.*
  - Recruiting possible candidates for offices and regional directors (within and beyond your region)
    - *Submit at least two possible candidates for upcoming regional director position; help from senior regional director and full board*
    - *Needs to be done generally by week after annual conference; application information found on ISTA website*
  - Mentoring incoming newly elected regional director and procedures, protocols and possibilities
  
- **MAKING ISTA VISIBLE**
  - Presenting ISTA awards to awardees in your region at local awards opportunities, generally in late spring, coordinating with Awards Chairperson
  - Contacting regional businesses and industries to support ISTA members, *with assistance of full board and your growing network of community resources.*

- Contacting regional non-formal leaders from nature centers, museums, zoos, etc. for possible professional development and/or student opportunities, reduced entry fees for ISTA members
- **ISTA INFRASTRUCTURAL RESPONSIBILITIES**
  - Full participation in ISTA decision-making
    - Three board meetings, annually, with reimbursement of travel expenses; lodging and meals provided and hopefully no school day conflicts.
      - *March (generally 2nd or 3rd Friday evening and Saturday, depending on Easter/Passover, ISAT, NSTA conflicts, etc.)  
March 18-19, 2011*
      - *June (generally 3rd or 4th Friday evening and Saturday)  
June 24-25, 2011*
      - *following fall conference, generally on Saturday afternoon  
November 6, 2010; October 29, 2011*
  - Communications by email and ISTA Leadership Forum (closed to board only)
    - ISTA Board Reports
      - *Generally one-page report of status of regional opportunities, challenges, etc.; shared among full board for understanding and ideas to replicate*
  - Attend and participate/work at ISTA conference
  - Participation in ISTA standing or ad hoc committees

## **GENERAL TIME EXPECTATIONS**

- averaging one hour/week keeping up with ISTA email communications
- approximately five days total through the year or meeting preparations (submission of Directors reports; review of all director, officer, committee reports, standing or ad hoc committee assignments, etc.)

### **From ISTA Operating Policies**

#### *Article III*

*Section 2. Regional Directors:* Two persons from each region shall be elected as regional directors of the particular region for a total of fourteen Regional Directors.

*Section 3. Compensation:* The Regional directors receive no compensation other than reasonable expenses.

*Article IV*

*Section 5 Regular Meetings and notice:* The board shall meet at least three times each year, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance.

*Section 6 Quorum:* A quorum must be attended by at least forty percent of board members for business transactions to take place and motions to pass.

*Section 7 Special meetings:* Special meetings of the board shall be called upon the request of the president, or one-third of the board. The secretary shall send out notices of special meetings to each board member at least two weeks in advance.

*Article V*

*Section 9 Regional Directors:* The Regional Directors shall attend Board of Directors meetings and assist the officers with their duties by serving on committees as needed. They shall represent the ASSOCIATION at regional and state activities, shall serve as advocates for the ASSOCIATION, and encourage membership in the ASSOCIATION.

*Section 10: Absences:* It is expected that official duties of all members of the Board shall include attendance at a majority of Board meetings during any year. Non-attendance of Board meetings may be grounds for removal from office.

First-year-of-term directors: to serve on Nominations/Elections committee