### Regional Chair Responsibilities

**Liaison**

**Responsibilities**
- Publicize programs and directions of NEF to your region.
  - Report directly to NEF President.
  - Attend NAWIC regional events and Annual Conference
  - Educate your region on NEF programs, goals, and mission at Fall Conference and Spring Forums (Request time on agenda from Director).
- Respond promptly to all NEF correspondence and refer information to appropriate regional parties and/or NEF Office.
- Assist Regional Fundraiser with all national and regional fundraising efforts.

**Fundraiser**

**Responsibilities**
- Promote fund-raising programs for NEF at NAWIC Fall Conference and Spring Forum.
  - Report to NEF President and NEF National Fundraising Chair.
  - Publicize all national fundraising campaigns with regional members.
  - Promote Ladder Club with members. Submit envelopes collected at regional events to NEF Office.
  - Hold other optional fundraising opportunities through silent auctions, raffles, and many more. Be creative! While optional, they can raise further awareness of NEF programs and be fun for members to participate.

**Block Kids Chair**

**Responsibilities**
- Promote and encourage participation in the program for NEF at NAWIC Fall Conference and Spring Forum.
  - Report directly to NEF President and National Block Kids Chair.
  - Ensures program dates are communicated in a timely manner to NAWIC's Region chapter chairs.
  - Send out reminders of impending deadlines.
  - Answer program questions posed by chapter members.
  - Recruit judges for regional competition.
  - Notify regional winners and chapters.

**Design Drafting Chair**

**Responsibilities**
- Promote and encourage participation in the program for NEF at NAWIC Fall Conference and Spring Forum.
  - Report directly to NEF President and National Design Drafting Chair.
  - Ensure program dates are communicated in a timely manner to NAWIC's Region chapter chairs.
  - Send out reminders of impending deadlines.
  - Answer program questions posed by chapter members.
  - Recruit judges for regional competition.
  - Notify regional winners and chapters.
## Important Regional Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Regional Liaison</th>
<th>Regional Fundraising Chair</th>
<th>Regional Block Kids Chair</th>
<th>Regional Design Drafting Chair</th>
</tr>
</thead>
</table>
| October | - Contact Director for time in Fall Conference Agenda  
- Contact Fundraising Chair to discuss Fall Conference Fundraising | - Plan Fall Conference Fundraising  
- Include Liaison in fundraising plan  
- Familiarize yourself with current guidelines  
- Obtain list of chapter chairs for year | - Familiarize yourself with current guidelines  
- Obtain list of chapter chairs for year |                                                                                 |
| November| Write article for regional newsletter                                              | Make sure all monies collected at Fall Conference are submitted to NEF Office              | Encourage chapters to participate                                                          | Encourage chapters to participate |
| December| Write article for regional newsletter                                              | Encourage members to use Amazon Smile when shopping for holiday gifts                      | Send out reminders of deadlines                                                            | Send out reminders of deadlines |
| January | Write article for regional newsletter                                              | Continue national fundraising efforts                                                     | Recruit judges for regional competition                                                    | Recruit judges for regional competition |
| February| - Contact Director for time in Spring Forum Agenda  
- Contact Fundraising Chair to discuss Spring Forum Fundraising | - Contact Director for time in Spring Forum Agenda  
- Contact Regional Liaison to discuss Spring Forum Fundraising | Send reminders of deadlines                                                              | -Send reminders of deadlines  
-Recruit judges for regional competition |
| March   |                                                                                   |                                                                                           |                                                                                           |                                                                                             |
| April   |                                                                                   |                                                                                           |                                                                                           |                                                                                             |
| May     | Write article for regional newsletter                                              | Submit monies collected at Spring Forum to NEF Office                                     | Notify winners                                                                            | Notify winners |
| June    | Write article for regional newsletter                                              | Continue national fundraising efforts until Annual Conference                             | Email all statistical data to NEF National Chair                                           | Email all statistical data to NEF National Chair |
| July    | Write article for regional newsletter                                              |                                                                                           |                                                                                           |                                                                                             |
| August  | Write article for regional newsletter                                              |                                                                                           |                                                                                           |                                                                                             |

### Forum Season

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>April</td>
<td>- Work with incoming Liaisons, Fundraisers and Chairs for a smooth transition</td>
</tr>
<tr>
<td>May</td>
<td>- Submit monies collected at Spring Forum to NEF Office</td>
</tr>
<tr>
<td>June</td>
<td>- Continue national fundraising efforts until Annual Conference</td>
</tr>
<tr>
<td>July</td>
<td>- Email all statistical data to NEF National Chair</td>
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<tr>
<td>August</td>
<td>- Work with incoming Liaisons, Fundraisers and Chairs for a smooth transition</td>
</tr>
<tr>
<td>September</td>
<td>- Work with incoming Liaisons, Fundraisers and Chairs for a smooth transition</td>
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</table>

## Recommendations and Ideas for Liaisons, Fundraisers, Block Kids and Design Drafting Chairs

- Learn all you can about NEF and provided programs.
- Write articles for your regional newsletters about NEF programs.
- Speak about NEF programs at chapter functions or as guest speaker.
- Know your regional NEF Chairs and collaborate together to promote NEF.
- Encourage chapters to have study sessions for NEF adult educational programs.
- Promote NEF educational programs to local industry organizations.