



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

	Regional Liaison	Regional Fundraising Chair	Regional Block Kids Chair	Regional Design Drafting Chair
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	Forum Season			
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			
September	Work with incoming Liaisons, Fundraisers and Chairs for a smooth transition			

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

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