

Procedures Manual 2008

Region 4

National Association for Interpretation

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*Supplemental materials and sample documents are available in hard copy only for each section, but are not on numbered pages.

Regional Policies Set by the National Board/Office

Complimentary Memberships

Each Regional Director has the authority to award up to two complimentary memberships annually.

Ethics and Conflict of Interest

Members of the Executive Committee of the region are required to sign the NAI Code of Ethics and Conflict of Interest Policy. This includes the Regional Director, Deputy Director, Secretary, Treasurer and Publications (Newsletter) Chair. Members of standing committees are also required to sign. The original documents shall be submitted to the National Secretary following the January Region 4 Board Meeting, and copies retained by the Regional Secretary.

Funds: Location of

Regional funds will be maintained in checking and/or savings accounts at the National office to meet non-profit status requirements of the IRS. Access to those funds is by submission of the NAI Region/Section Reimbursement form, or in specific instances, through the NAI credit card.

Funds: Investment of (Added 6/2007)

NAI will pay interest to region and section accounts for bank balances above \$10,000 with the following stipulations:

- Interest will be paid at the end of each quarter based upon the average month ending balances in the preceding quarter
- Interest will be paid at the current 12 month CD rate offered at NAI's bank of business
- Interest funds will be transferred quarterly to regional and sectional accounts as interest income
- Regions and Sections will not have other external investments without Board approval.

NAI Logo Use

All NAI national and regional endorsement of events, services, or products (which are not internally generated programs) must have prior review and approval by the majority of the Executive Board.

The NAI graphics standards manual should be consulted for correct and appropriate use of the logo.

The NAI National Secretary is responsible for monitoring the logo usage.

All regional, chapter and section correspondence, newsletter, meeting announcements and publications must include the complete logo. However, individualized logos and designs that would represent any of these groupings are encouraged and may be used in conjunction with the National logos. Regional Boards of Directors shall monitor this use.

NAI Products and Services Review

Any new product or service to be offered by a region or section requires completion of a cost-benefit analysis using the standard NAI form. If designated indicators on the form are marked

“yes” then the product or service should be reviewed by the national office. The cost-benefit analysis form is available on the NAI website.

National Awards

No member is eligible to receive any national award in one category more than once with the exception of the Meritorious Service Award.

Memberships through the Regional Director's complimentary membership program are not eligible for these awards, but may be nominated for Honorary Membership, Meritorious Service or Special awards.

Official NAI Position Requests

The NAI Board as a whole can be petitioned to take a position that will not threaten the organization's 501(c)3 status. The nature of our non-profit status precludes lobbying as a function of our organization.

Rebate: to Regional for Newsletter

The National Office will return \$1.50 per member, per newsletter to Regions, for those regions publishing four issues per year. This will be payable January 1 of the year following, based on submission of an invoice which states the number of issues and the number of each issue sent to members, to the National Office. For electronic versions of the newsletter, the National Office will return 75 cents per member per newsletter.

Rebate: to Regional for National Workshop

A Region sponsoring the National Workshop will receive \$2.00 per workshop attendee, or ten percent of the net profit over the required \$40,000 budget commitment, whichever is greater.

Region in Good Standing

The Regional Director must complete a report on a semi-annual basis that provides the status of basic regional products and services. This form is submitted to the Secretary of the Regional Leadership Council for review. The form is available on the NAI website.

Travel Fund: Regional

An annual amount of \$300 minimum will be budgeted to be made available for transportation expenses to Board Meetings. [Region 4 has approved to cover all Director travel expenses.]

Travel Fund: Regional Leadership Council

An annual amount determined by the Regional Leadership Council will be paid by each region to support travel costs for the four regional representatives to the national board meetings. This amount may vary each year, based on dollars remaining in the fund.

Contracts

Any contract that is over \$1,000 must be reviewed by the Executive Director at the National office and, if approved, signed by the Regional Director.

Regional Policies

(Established by Vote of Region 4 Executive Committee)

Date of Executive Committee approval included in parentheses.

Academic Scholarships

Proceeds from the annual Regional auction will fund academic scholarships for students planning careers in interpretation. The number and amount of the scholarships awarded each year will be determined by the amount available in the scholarship fund with approval by the Executive Committee. Funds are administered by the Treasurer.

A total maximum of \$2,000 will be given away each year for scholarships. The amount of the individual scholarships is to be determined by the Regional Board based on recommendations from the Scholarships and Grants Committee (January, 1994)

Income gained from interest on Region 4 CD's will be dedicated to the Scholarships and Grants account (January, 1997). [Also see Scholarship and Grants Committee for the NAI REGION 4 SCHOLARSHIP GUIDELINES]

Our academic scholarships are named the Howard "Howdy" Weaver Academic Scholarship and the Bert Szabo Academic Scholarship in honor of these two individuals who were Association of Interpretive Naturalist Founders and have remained active members of NAI. (January, 2007)

Awards

Our Regional Awards presented are in general in alignment with the National Awards. These include Outstanding New Interpreter (January, 1999), Distinguished Professional Interpreter (January, 2000), Master Front-line Interpreter (March, 1999), Master Interpretive Manager (March, 1999), Outstanding Part-time/Seasonal Interpreter, Meritorious Service, Outstanding Interpretive Program, Outstanding Interpretive Volunteer (March, 2002) and Outstanding Senior/Retired Interpreter (April, 2005).

Bird-a-thon Funds

Bird-a-thon funds will go into the general scholarship and grant fund. The money will be used to fund grants for Region 4 members to attend the National Workshop. (March, 1993)

Election and Terms for Officers

The Regional Director, Deputy Director, Treasurer, and Secretary all are elected by the voting members of Region 4 for two (2) year terms. These four officers plus the Newsletter Editor comprise the Executive Committee of Region 4. The Executive Committee plus the chairperson of each established standing committee and the immediate past director make up the Regional Board.

Grants-Certification

The region will fund certification grants with a total amount to be approved annually (January, 2003). The initial year, up to \$600 was approved for these grants. These grants are for certification packages, not attendance at a workshop. That will allow us to cover costs for more individuals in the region. Funds for this will come from the Scholarship and Grant Fund, at least initially.

Grants-Interpretive Project

Funds for interpretive project grants originally came from the scholarships and grants account. (January, 1998). In 1999, this was revised and these funds now come from general operating funds. The amount to be issued is determined by vote each year based on the region's financial status. (January, 1999)

Grants-National Workshop

Funds for National Workshop Grants will come from Bird-a-thon funds. (March, 1993)

Grants-Regional Workshop

Funds for Regional Workshop Grants will come from the general budget, not the regional workshop budget. (January, 2001). We will fund 3 grants annually at up to \$400 each. (January, 2002)

Mileage, Telephone, and Postage Reimbursement for Regional Board

Board members and board committee chairs may submit an invoice for mileage, telephone, and postage reimbursement for officially sanctioned meetings and business of the board and/or board committees by submitting an invoice to the Director or Treasurer. Mileage is reimbursed at the current federal mileage reimbursement rate. (July, 2006)

Quorum for Board Meetings

A majority of Board Members attending a scheduled meeting constitutes a quorum. (Regional Board = 4 Regional Officers plus chairperson of each established standing committee and the immediate past director.)

Travel Expenses for Regional Director

Region 4 will cover the cost of expenses incurred by the Regional Director to attend National Board meetings that are not covered by the National organization. (April, 1992)

Voting on Regional Business

Voting rights for issues/policies affecting the operations of the Region are extended to the members of the Executive Committee only. (Regional Director, Deputy Director, Secretary, Treasurer and Publications Chair/Newsletter Editor). When a Board meeting cannot be called to discuss an issue, the Director shall poll the Executive Committee [or Board] by telephone e-mail or FAX, whichever is available to all officers. All must work within the parameters of the Bylaws established by the National Association for Interpretation as stated in Article VII.

Regional Guidelines Set By Region 4

Bylaws

No regional bylaws are established. All regional business and procedures must work within the parameters of the Bylaws established by the National Association for Interpretation.

Calendar for Regional Board/Membership Activities

January

- Regional Board Meeting
- Updates due on corrections/changes to Procedures Manual
- Winter *FourThought* issued
- Submissions due for *InterpNews* for Secretary (20th)

February:

- Committee Chair reports for spring Regional Business Meeting due to secretary

March

- March 1: Any proposals for discussion/motions to be addressed at a called Board Meeting at the regional workshop (may not be needed)
- Spring *FourThought* submission deadline (10th)
- Complimentary Membership Applications in *FourThought*
- IPG Application in *FourThought*
- National Workshop Grant Applications in *FourThought*

April

- Regional Workshop and Business Meeting; committee chairs present reports (may be March)
- Spring *FourThought* issued
- Submissions due for *InterpNews* for Secretary (20th)

May

- Complimentary Memberships awarded (?)
- Bird-a-thon

June

- Summer *FourThought* submission deadline (10th)
- IPG Reminder in *FourThought*
- Complimentary Memberships announced

July

- Summer *FourThought* issued
- Submissions of Region 4 nominees for national awards
- Submissions due for *InterpNews* for Secretary (20th)

August

September

- Fall *FourThought* submission deadline (10th)
- Next year's budget proposal due from committee chairs (30th)
- Regional Award nomination form in *FourThought*
- Regional Academic Scholarship Applications in *FourThought* (usually)
- September 15, alternate years: Nominations for regional officers due to national secretary
- Strategic Planning in even years.

October

- Fall *FourThought* issued
- Submissions due for *InterpNews* for Secretary (October 20)
- Committee Chair reports for NIW Regional Business Meeting due to secretary
- IPG Grant Deadline (October 1)
- New committee members selected for standing committees as needed

November:

- Regional Board annual reports/plans of action for upcoming year/discussion items/motions due to secretary
- National Interpreters Workshop
- Regional Business meeting at NIW; committee chairs present reports

December

- December 1: Agenda, discussion items, Motions, reports and plans of action for Regional Board Meeting out to board for review
- Winter Fourthought submission deadline (10th)
- Interpretive Project Grants announced in *FourThought*
- National Award Winners announced in *FourThought* (or in fall if possible)
- Regional Workshop grant applications(?)

Board Meetings

One regional board meeting is held in January each year. At this meeting, annual reports and plans of action for the upcoming year are accepted, projects are reviewed, new ideas for projects are proposed and the annual budget is approved by the Executive Committee. Participants include the Regional Executive Committee and chairs of all standing committees (one person generally attends if there are co-chairs). Special called meetings can be held prior to the regional workshop, the national workshop or other times as needed to act on specific business. The Executive Committee may meet prior to the regional board meeting.

Regional board conference calls are to be scheduled and held in the spring before the regional workshop, in mid-summer and in the fall prior to the national workshop.

Business Meetings

Two regional business meetings are held annually. One is at the regional workshop in spring and one at the national workshop in fall. These meetings are primarily for presenting committee reports and answering member questions. Issues are sometimes presented for general membership approval. These might include appropriation of funds for a new program/project for the region or major changes in policy or procedures.

Committees: Chair Participation in Other Committees

In general, committee chairs serve only on the committee that they chair to encourage a wide participation by Region 4 members.

Committees: Size

In general, standing committees have a minimum of three members, including at least one each from Ohio, Indiana and Michigan.

Committees: Standing

Standing Committees for the region include Archives/Historian, Awards, Interpretive Projects Grants, Membership, Nominating, Partnerships and Advertising, Scholarships and Grants, Student Involvement, Training and Member Services, Ways and Means and Webmaster.

Committees: Terms

In general, members serve a 3-year term on a committee, then rotate off or into participation in some other role in the region. This encourages new ideas and wide participation by Region 4 members.

Fee Waivers for Regional Workshop Chairpersons

Registration fees for up to a maximum of six (6) Chairpersons can be waived as determined by the Regional Director and the Workshop Chairperson. (January 2007) This must be a line item on the workshop budget and included only as long as the anticipated profit is realized.

Finance and Fundraising

Region 4 leadership understands the importance of being a fiscally sound organization. For that reason, we are conservative in our use of funds. We place a priority on funding services that will benefit the greatest number of Region 4 members and on services/projects that will show leadership in supporting national organization initiatives. Our general goal is to hold enough funds to cover the cost of one year's operations, expenses for scholarships, grants and one regional workshop in the event of a catastrophic event that would require cancellation. We have provided assistance to other regions and to the national organization for specific projects or needs. Our Ways and Means Committee continually seeks new ideas that support, in particular, our Scholarships and Grants programs.

Insurance

NAI has a medical policy bought specifically for workshops that covers medical costs if someone is injured during one of our events for an amount up to \$5,000. If someone has no personal coverage or worker's comp, this would be the coverage. NAI's liability umbrella handles the liability exposure up to a total of two million dollars. No additional fees are required to insure nonmembers, volunteers or family members attending workshops. Higher fees for nonmembers are suggested however; the difference recommended is the cost of a 6 month membership in NAI. This encourages workshop attendees who were nonmembers to become involved in the organization long-term.

Release Forms are needed for all off site events, such as mobile workshops, special events, etc. Self-insured groups, small non-profits, bus companies should provide certificate of insurance. If there are questions concerning these activities consult the Executive Director in the National office.

Insurance for van or bus rentals for mobile workshops should be made using the NAI credit card (contact Treasurer) if possible. In this case, NAI's insurance is invoked. It is a \$500 deductible policy, so it is wise to buy the extra collision insurance for the first \$500 only. Thereafter, NAI's main liability policy kicks in for a vehicle up to \$25,000. NAI's medical policy bought specifically for workshops would handle an injury during any of our events for an amount up to \$5,000. If someone had no personal coverage or worker's comp, this would be the coverage. NAI's liability umbrella handles the liability exposure up to a total of two million dollars. If you rent a car or van in your name with your credit card, your personal insurance is invoked even though you may claim it was a business use. They consider the method of charging the cost a measure of your business use. Volunteers who are not members should not drive vehicles with members to off-site sessions, unless the driver's agency is involved in the workshop and their agency covers their liability.

Membership

We make efforts to have all new NAI Region 4 members feel welcome in the organization through contacts by the Membership committee. We follow up on membership lapses.

Newsletter

FourThought is issued 4 times annually. Deadlines for submission of materials are March 10, June 10, September 10 and December 10. Newsletters are to be mailed to membership within one month of these submission deadlines. Funding for any other inserts in the newsletter (i.e. award nomination forms, miniworkshop registration forms) is paid through individual committee budgets, not the newsletter budget.

Advertising is accepted for the newsletter, but is not a primary source of funding for it. The newsletter's primary purpose is to provide useful, relevant interpretive information and information about NAI. We encourage the placement of ads no more than 1/4 page in size. Advertising rates are set by the publications chair.

One supplemental interpretive booklet is produced annually as a membership service and a ways and means project. Past topics have included: Nature at Night, Bugs, Herps, Naturally Selective, From Snake Skins to Bird Beaks: Adaptations, Playing with Preschoolers, Tracks, Scat and Other Signs, Rocks and Soil, Spiders, Wetland Wonders, Tips and Tricks for the Trail, Native Americans, Weather and Resource Management.

Strategic Planning

NAI Region 4 has a strategic plan that is reviewed and revised every two years under the direction of the Regional Director. The Executive Committee, Standing Committee Chairs and individuals from the general membership participate in the review/revision process, which is generally done during a simple 2-day retreat funded by the Region. The plan has a champion who monitors progress; generally that is the past regional director.

Students

We recognize that today's students are the future of our profession and this organization. As such, we support student chapters within our region with advice, participation in regional workshops and miniworkshops, speakers and our academic scholarship program.

Web Site

We have a page on the National Association for Interpretation's site. Region 4 has a webmaster that has direct access to the site and makes changes as requested by the regional board members.

A 'for profit' organization that would like to link to Region 4's website will pay \$50.00 per year for this link. This payment will be sent to the Webmaster and then to the Regional Treasurer.

Workshops

One regional workshop is held annually. In general the workshop begins on Tuesday midday and ends on Thursday evening, with breakfast provided on Friday morning. Workshops held in remote areas of the region may begin on Monday to accommodate long distance travel. The workshop is organized by a special committee under the direction of the Deputy Director of the region.

At least two or three one-day mini-workshops are hosted annually by the Training and Member Services Committee. These mini-workshops, sponsored by agencies and individuals who are NAI members or affiliates, provide focused, topical training led by experts in the field. Efforts are made to host mini-workshops in each state to provide easy access by all members to at least one workshop.

Voting

In general, voting by the Executive Board is required to change any previously passed motions, to appropriate funds for a new project/program/event, to implement significant changes in the way an existing committee functions, or to establish a new committee (standing or special).

NAI Region 4 Chronology of Motions by Date

Date	Motion	P/F
8/24/1990	Authorize up to \$500 in planning committee money for the future national interpretive workshop steering committee	P
10/2/1991	Accept scholarship program in principle	P
10/2/1991	\$500 grant request from Region 1	P
4/16/1992	Raise the director's travel expense allotment from \$300 to \$500	F
4/16/1992	Region 4 would cover the cost of expenses incurred by the director to attend national board meetings that are not covered by the national organization	P
4/16/1992	Accept proposal to award academic scholarships	P
4/16/1992	Reword section one of academic scholarships proposal	P
4/16/1992	To give priority to region residents going to a university within the region	P
1993/94??	Accept membership drive proposal	P
3/8/1993	Executive Committee will complete a policy manual by the end of their term	P
3/8/1993	Deputy Director will have responsibility for updating the policy manual by end of his/her term	P
3/8/1993	Make Bird-A-Thon funds available to members of Region 4 in good standings for a National Workshop grant, to be administered by the scholarship committee	P
3/8/1993	Accept preliminary budget with changes made during meeting, to be retyped for presenting a regional meeting	P
3/22/1994	Accept 50 for \$50 proposal - <i>Amendment</i> : make it a one time offer	P
3/22/1994	Accept proposal to have Region 4 treasury pick up the costs for 500 souvenir mugs	P
3/22/1994	Region 4 to underwrite the cost of producing canvas bags if the committee cannot get a corporate sponsor	P
1/16/1995	Appropriate \$200 for the purchase of accounting software	P
1/30/1996	Raise the mileage reimbursement amount from present 7 cents to 10 cents per mile	P
4/17/1996	To accept Seasonal/Part Time Membership Discount proposal	P
4/17/1996	Adjourn	P
1/14/1997	Region 4 treasurer directed to purchase two CDs. Purchases to be funded by \$5000 from savings and \$5000 from scholarship fund (Rounded up to \$5000 with addition of \$140.98 from savings account.) <i>Amendment</i> : One CD to be purchased immediately and other after regional workshop in February.	P

1/14/1997	Region 4 to purchase a banner, with regional logo on it, to display at regional workshops and other functions-price not to exceed \$200.	P
1/14/1997	Region 4 to allocate up to \$200 for the purpose of updating Regional exhibit	P
1/14/1997	Income gained from interest from Region 4 CDs will be dedicated to the Scholarship/Grant account	P
1/27/1998	To purchase an additional \$5000 CD	P
1/27/1998	Accept changes proposed that the possible number of Region 4 Outstanding New Interpreter recipients be changed from more than one selected each year to one selected each year	P
1/27/1998	IPG monies shall come from the scholarship savings account	P
1/27/1998	Purchase a 7 month CD in the amount of \$3500 with monies coming from the scholarship and grant fund	P
1/27/1998	Adjourn	P
10/22/1998	Discuss Jim Covell's challenge to donate \$500 to LTF	P
10/22/1998	To table previous motion (Covell's challenge)	P
10/22/1998	Adjourn	P
1/26/1999	Time period for Outstanding New Interpreter be changed from 2-3 to 2-5 years	P
1/26/1999	Work up guidelines for proposed two new awards and present them to officers in March and the membership at April Workshop	P
1/26/1999	IPG grant monies for 1999 will come out of the general operating fund and be no more than \$1500	P
1/26/1999	Review the financial feasibility of IPG each year subject to available funding	P
1/26/1999	Adjourn	P
4/8/1999	Bring back to the table a motion regarding Region 4 (Covell's challenge)	P
4/8/1999	Contribute \$500 to LTF	P
4/8/1999	Contribute an additional \$500 to LTF	P
4/8/1999	Adjourn	P
10/16/1999	Adjourn	P
1/12/2000	Approve the minutes with corrections from the Region 4 Business Meetings Meeting held at the NIW in Syracuse	P
1/12/2000	Accept the changes in the Distinguished Professional category	P
1/12/2000	Fund the IPG at \$1500 for 2000	P
1/12/2000	Spend up to \$600 on the retreat and look into use of Pokagon State Park's group campsite	P
1/12/2000	Spend up to \$600 on the retreat and look into use of Pokagon State Park's group campsite	P
1/12/2000	Adjourn	P

	No motions during April and November 2000 meetings.	
1/15/2001	To approve the minutes of the Region 4 November Business Meeting as written.	P
1/15/2001	Region 4 will purchase another 6-month term CD whose amount is up to the discretion of the Treasurer based upon the availability of funds after the Region 4 Workshop.	P
1/15/2001	To allocate \$2001 for the Interpretive Project Grants for 2001.	P
1/15/2001	To donate \$250 to the NIW 2001.	P
1/15/2001	To increase reimbursement mileage to \$0.20 per mile.	P
4/3/2001	To use regular treasury money for workshop grants.	P
1/10/2002	To spend \$482.50 on the Pincentive Program.	P
1/10/2002	Region 4 will provide a minimum of \$200 and a maximum of \$500 for FY 2002 as one time monies to the National office to support the attendance of section leaders at the Board Meeting.	P
1/11/2002	To fund the IPG at \$2500 for 2002.	P
1/11/2002	To provide up to \$400 for each of three Regional Workshop grants with the logistics worked out between the Grants and Scholarships Chair, the Region 4 Treasurer, and the Regional Workshop Chair.	P
3/18/2002	To approve the minutes as written passed unanimously.	P
3/18/2002	To establish an Outstanding Volunteer Award with the criteria stated in "Business Meeting report - 2002 Awards report"	P
3/18/2002	To adjourn.	P
11/13/2002	Region 4 pledges \$1000 to the Legacy Trust Fund with payment of the pledge subject to an installment plan approved by the Region 4 Board.	P
1/10/2003	To approve the November Region 4 Business Meeting minutes as printed passed unanimously.	P
1/10/2003	To fund the IPG at \$2003 for 2003.	P
1/10/2003	To establish a certification grant category in the Scholarships and Grants Fund.	P
1/10/2003	To review the financial feasibility of Certification Grants each year subject to available funding.	P
1/10/2003	To appropriate up to \$600 to be used for Certification Grants equivalent to the cost of a certification packet fee per applicant.	P
1/10/2003	To contribute \$250 in 2003 of our \$1000 pledge to the Legacy Trust Fund.	P
1/10/2003	To adjourn.	P
1/10/2003	To approve the budget as amended.	P

3/31/2003	That NAI Region 4 establish archives with the Ball State University Library Services pending a satisfactory donor agreement and that we donate \$100 to assist with the initial purchase of archival storage supplies. [Murphy/Kinnear by E-mail vote of Exec. Committee.	P
12/19/2003	Establish a contract with KidsExplore Productions to develop a video/dvd focusing on the history of NAI and the interpretive profession to be completed and available for sale as a Region 4 fundraiser at the National Interpreters Workshop in 2004. [E-mail vote]	P
1/8/2004	To adjourn.	P
1/9/2004	To approve minutes of the November 2003 meeting	P
1/9/2004	Establish a senior/retired interpreter award, to be administered by the Awards Committee	P
1/9/2004	To adjourn.	P
1/31/2004	To approve minutes of January 9 Board meeting as amended (Murphy, Roell) by e-mail vote	P
1/31/2004	To approve budget as presented	P
2/7/2004	To approve minutes of January 8 and 9 Executive Board meetings (Murphy, Roell) by e-mail vote	P
3/9/2004	To become a key donor for support of the new NAI national office by contributing \$1500, amended to \$1501, in honor of Bert Szabo and Howard Weaver, to be paid either in a lump sum or three installments at the discretion of the Executive Board. (Foster/Valen)	P
1/14/2005	To approve the November Region 4 Business Meeting minutes as printed. (Roell/Brown)	P
1/14/2005	To appropriate up to \$2000 and up to \$2500 to Interpretive Project Grants if the RIW produces a profit. (Meyer/Roell)	P
1/14/2005	To approve the budget with corrections. (Roell.Brown)	P
1/14/2005	To award the 2004 National Legacy Trust Fund NIW registration grant to a presenter at the next NIW was passed. (Brown/Roell)	P
1/13/2006	To approve the November Region 4 Business Meeting minutes as printed was passed unanimously. (Roell/Reding)	P
1/13/2006	To approve Dave Kronk's changes for the History of Interpretation Video Project proposal in principal with details to be approved by the Executive Committee was passed unanimously. (Murphy/Manley)	P
1/13/2006	To take \$125 from the 2005 Certification Grants program that was not applied for & allow Susan Williams to use it for her certification in 2006 was passed unanimously. (Reding/Brown)	P
1/13/2006	For Region 4 to sponsor \$2,500 to the Pioneer Exhibit at the National office in the name of the 5 founders of AIN passed unanimously. (Champion/Nofzinger)	P
1/13/2006	To approve the 2006 budget as proposed passed unanimously. (Roell/Champion)	P

2/20/2006	To approve a charter as requested by Dr. Cem Basman for a student chapter of NAI at Indiana University.(By e-vote; Murphy/Nofzinger)	P
7/26/2006	To reimburse mileage for Regional business travel at the current federal mileage reimbursement rate. (Roell/Champion)	P
7/26/2006	To continue to provide lodging, meals and registration for one NAI staff member or National board member to attend our Regional Interpreters Workshop. (Roell/Champion)	P
1/12/2007	To take one \$5,000 CD and invest ½ back in the CD and ½ in the mutual fund with Amy Roell, Vicki Basman and Susan Boggs to choose the mutual fund the Region invests in. (Champion/Witkowski)	P
1/12/2007	A friendly amendment established that a full \$5,000 will be invested into a mutual fund selected by Roell, Basman and Boggs. (Champion/Witkowski)	P
1/12/2007	To name our two \$1,000 academic scholarships in honor of Bert Szabo and Howard Weaver, pending their approval, to be implemented by the Scholarships & Grants Committee for 2008. (Witkowski/Champion)	P
1/12/2007	To accept the 2007 budget as proposed. (Champion/Witkowski)	P
1/18/2008	To dissolve the standing Partnership and Advertising Committee(McNew/Wright)	P
1/18/2008	That beginning with the 2009 academic scholarships application process, the Academic Policy will change to read “Undergraduate and Graduate eligibility”. (Krynak/McNew)	P
1/18/2008	The 1/11/202 policy to fund regional workshop grants be revised to fund 3 workshop grants at the amount to be determined in the budget each year. (Krynak/McNew)	P
1/18/2008	That National Workshop grants will be funded through Region 4 Scholarship Fund which contains dollars from our annual regional auction and bird-a-thon, and the dollar amount will be determined annually based on income. (Wright/Krynak)	P
1/18/2008	To approve the proposed 2008 budget with the discussed changes made to at the regional Board Meeting (Krynak/Wright)	P

NAI Region 4 Motions by Topic

Date	Motion	P/F/T
Region 4 General Business		
1/12/2000	Spend up to \$600 on the retreat and look into use of Pokagon State Park's group campsite	P
1/10/2002	To spend \$482.50 on the Pincentive Program. To approve Dave Kronk's changes for the History of Interpretation Video Project proposal in principal with details to be approved by the Executive Committee.	P
1/13/2006		P
Region 4 Director		
4/16/1992	Raise the director's travel expense allotment from \$300 to \$500	F
4/16/1992	Region 4 would cover the cost of expenses incurred by the director to attend national board meetings that are not covered by the national organization	P
3/8/1993	Executive Committee will complete a policy manual by the end of their term	P
1/18/2008	To dissolve the standing Partnership and Advertising Committee(McNew/Wright)	P
Region 4 Deputy Director		
3/8/1993	Deputy Director will have responsibility for updating the policy manual by end of his/her term	P
Region 4 Secretary or Minutes		
1/12/2000	Approve the minutes with corrections from the Region 4 Business Meeting held at the NIW in Syracuse	P
1/15/2001	Approve the minutes of the Region 4 November Business Meeting as written.	P
3/18/2002	To approve the minutes as written	P
1/10/2003	To approve the November Region 4 Business Meeting minutes as printed	P
1/9/2004	To approve minutes of the November 2003 meeting	P
1/31/2004	To approve minutes of the January 9 Board meeting as amended	P
2/7/2004	To approve minutes of January 8 and 9 Board meetings	P
5/24/2004	To approve minutes of March 9 Business Meeting minutes	P
1/14/2005	To approve minutes of the November 2004 Business Meeting	P
1/13/2006	To approve minutes of the November 2005 Business Meeting as printed	
Region 4 Treasurer or Budget		
3/8/1993	Accept preliminary budget with changes made during meeting, to be retyped for presenting at regional meeting	P
1/16/1995	Appropriate \$200 for the purchase of accounting software	P
1/30/1996	Raise the mileage reimbursement amount from present 7 cents to 10 cents per mile	P

1/14/1997	Region 4 treasurer directed to purchase two CDs. Purchases to be funded by \$5000 from savings and \$5000 from scholarship fund (Rounded up to \$5000 with addition of \$140.98 from savings account.) <i>Amendment:</i> One CD to be purchased immediately and other after regional workshop in February.	P
1/27/1998	To purchase an additional \$5000 CD	T
1/27/1998	Purchase a 7 month CD in the amount of \$3500 with monies coming from the scholarship and grant fund	P
4/3/2001	To use regular treasury money for workshop grants.	P
1/15/2001	Purchase another 6-month term CD whose amount is up to the discretion of the Treasurer based upon the availability of funds after the Region 4 Workshop.	P
1/15/2001	Donate \$250 to the NIW 2001.	P
11/13/2002	Increase reimbursement mileage to \$0.20 per mile. Region 4 pledges \$1000 to the Legacy Trust Fund with payment of the pledge subject to an installment plan approved by the Region 4 Board.	P
1/10/2003	To approve the budget as amended.	P
1/31/2004	To approve budget as presented	P
1/14/2005	To approve the budget as amended.	P
1/13/2006	To approve the 2006 budget as proposed.	P
7/26/2006	To reimburse mileage for Regional business travel at the current federal mileage reimbursement rate.	P
7/26/2006	To continue to provide lodging, meals and registration for one NAI staff member or National board member to attend our Regional Interpreters Workshop.	P
1/12/2007	To take one \$5,000 CD and invest ½ back in the CD and ½ in the mutual fund with Amy Roell, Vicki Basman and Susan Boggs to choose the mutual fund the Region invests in.	P
1/12/2007	A friendly amendment established that a full \$5,000 will be invested into a mutual fund selected by Roell, Basman, and Boggs.	P
1/12/2007	To accept the 2007 budget as proposed .	P
1/18/2008	To approve the proposed 2008 budget with the discussed changes made to at the regional Board Meeting (Krynak/Wright)	P
Awards Committee		
1/27/1998	Accept changes proposed that the possible number of Region 4 Outstanding New Interpreter recipients be changed from more than one selected each year to one selected each year	P
1/26/1999	Time period for Outstanding New Interpreter be changed from 2-3 to 2-5 years	P
1/26/1999	Work up guidelines for proposed two new awards and present them to officers in March and the membership at April workshop	P
1/12/2000	Accept the changes in the Distinguished Professional category	P
3/18/2002	To establish an Outstanding Volunteer Award with the criteria stated in "Business Meeting report – 2002 Awards report"	P
1/9/2004	Establish a senior/retired interpreter award	P

Archives/Historian

		P
3/31/2003	That NAI Region 4 establish archives with the Ball State University Library Services pending a satisfactory donor agreement and donate \$100 to assist with the initial purchase of archival storage supplies.[Exec Bd E-mail]	

Interpretive Project Grants Committee

1/27/1998	IPG monies shall come from the scholarship savings account	P
1/26/1999	IPG grant monies for 1999 will come out of the general operating fund and be not more than \$1500	P
1/26/1999	Review the financial feasibility of IPG each year subject to available funding	P
1/12/2000	Fund the IPG at \$1500 for 2000	P
1/15/2001	Allocate \$2001 for the Interpretive Project Grants for 2001	P
1/11/2002	To fund the IPG at \$2500 for 2002.	P
1/10/2003	To fund the IPG at \$2003 for 2003.	P
1/14/2005	To appropriate \$2000 and up to \$2500 to IPG if the RIW produces a profit.	P

Membership Committee

1993/94??	Accept membership drive proposal	P
3/22/1994	Accept 50 for \$50 proposal – Amendment: make it a one time offer	P
4/16/1992	Reword section one of proposal	P
4/17/1996	To accept Seasonal/Part Time Membership Discount proposal	P

Scholarships and Grants Committee

10/2/1991	Accept scholarship program in principle	P
4/16/1992	Accept proposal to award academic scholarships	P
4/16/1992	Reword section one of academic scholarship proposal	P
4/16/1992	To give priority to region residents going to a university within the region	P
3/8/1993	Make Bird-A-Thon funds available to members of Region 4 in good standing for a National Workshop grant, to be administered by the scholarship committee	P
1/14/1997	Income gained from interest from Region 4 CDs will be dedicated to the Scholarship/Grant account.	P
1/11/2002	To provide up to \$400 for each of three Regional Workshop grants with the logistics worked out between the Grants and Scholarships Chair, the Region 4 Treasurer, and the Regional Workshop Chair.	P
1/10/2003	To establish a certification grant category in the Scholarships and Grants Fund.	P
1/10/2003	To review the financial feasibility of Certification Grants each year subject to available funding.	P
1/10/2003	To appropriate up to \$600 to be used for Certification Grants equivalent to the cost of a certification packet fee per applicant.	P

1/13/2006	To take \$125 from the 2005 Certification Grants program that was not applied for & allow Susan Williams to use it for her certification in 2006.	P
1/12/2007	To name our two \$1,000 academic scholarships in honor of Bert Szabo and Howard Weaver, pending their approval, to be implemented by the Scholarships & Grants Committee for 2008.	P
8/2/2007	To increase the amount of the National Workshop Grants from \$600 to \$800 for 2007	P
1/18/2008	The 1/11/202 policy to fund regional workshop grants be revised to fund 3 workshop grants at the amount to be determined in the budget each year. (Krynak/McNew)	P
1/18/2008	The 1/11/202 policy to fund regional workshop grants be revised to fund 3 workshop grants at the amount to be determined in the budget each year. (Krynak/McNew)	P
1/18/2008	That National Workshop grants will be funded through Region 4 Scholarship Fund which contains dollars from our annual regional auction and bird-a-thon, and the dollar amount will be determined annually based on income. (Wright/Krynak)	P

Student Involvement Committee

2/20/2006	To approve a charter as requested by Dr. Cem Basman for a student chapter of NAI at Indiana University. (By e-vote)	P
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Ways and Means Committee

1/14/1997	Region 4 to purchase a banner, with regional logo on it, to display at regional workshops and other functions-price not to exceed \$200.	P
1/14/1997	Region 4 to allocate up to \$200 for the purpose of updating Regional exhibit .	P
12/19/2003	Establish a contract with KidsExplore Productions to develop a video/dvd focusing on the history of NAI and the interpretive profession to be completed and available for sale as a Region 4 fundraiser at the National Interpreters Workshop in 2004. [E-mail vote]	P

National Office Requests

10/2/1991	\$500 grant request from Region 1	P
10/22/1998	Discuss Jim Covell's challenge to donate \$500 to LTF	P
10/22/1999	To table previous motion (Covell's challenge)	P
4/8/1999	Bring back to the table a motion regarding Covell's challenge	P
4/8/1999	Contribute \$500 to LTF	P
4/8/1999	Contribute an additional \$500 to LTF	P
1/10/2002	Region 4 will provide a minimum of \$200 and a maximum of \$500 for FY 2002 as one time monies to the National office to support the attendance of section leaders at the Board Meeting.	P
11/13/2002	Region 4 pledges \$1000 to the Legacy Trust Fund with payment of the pledge subject to an installment plan approved by the Region 4 Board.	P
1/10/2003	To contribute \$250 in 2003 of our \$1000 pledge to the Legacy Trust Fund.	P

3/9/2004	To become a key donor for support of the new NAI national office by contributing \$1500, amended to \$1501, in honor of Bert Szabo and Howard Weaver, to be paid as a lump sum or three installments at the discretion of the Executive Board.	
1/14/2005	To award the 2004 National Legacy Trust Fund NIW registration grant to a presenter at the next NIW.	P
1/13/2006	For Region 4 to sponsor \$2,500 to the Pioneer Exhibit at the National Office in the name of the 5 founders of AIN.	P
1994 National Interpreters Workshop		
8/24/1990	Authorize up to \$500 in planning committee money for the future national interpretive workshop steering committee	P
3/22/1994	Accept proposal to have Region 4 treasury pick up the costs for 500 souvenir mugs	P
3/22/1994	Region 4 to underwrite the cost of producing canvas bags if the committee cannot get a corporate sponsor	P
Adjourn		
4/17/1996	Adjourn	P
1/27/1998	Adjourn	P
10/22/1998	Adjourn	P
1/26/1999	Adjourn	P
4/8/1999	Adjourn	P
10/16/1999	Adjourn	P
1/12/2000	Adjourn	P
3/18/2002	To adjourn	P
1/10/2003	To adjourn	P
1/8/2004	To adjourn	P
1/9/2004	To adjourn	P
1/17/2008	To adjourn	P
1/18/2008	To adjourn	P

Region 4 Director

Supervision

The Regional Director is responsible to the Region 4 Board Members and receives direction from the national board of directors for NAI.

Term

The Regional Director is elected by the Region 4 membership to a 2 year term.

Job Duties/Responsibilities

- Serve as Chair and a voting member at all Regional Board Meetings.
- Serve as Chair of all Regional Business Meetings.
- If elected as one of 4 regional directors to serve as a representative of the Regional Leadership Council to the national board, attend two or more national board meetings per year and participate in any conference calls as required. These are generally scheduled as follows:
 - Interim board meeting held in the spring, usually in March, April or May, 2-3 days long. Region 4 provides a minimum of \$300 per year to a dedicated travel fund to pay for each board members' transportation to the spring board meeting. All other expenses are the responsibility of the board member, unless the Region allocates additional funds for regional officers' business. Region 4 has allocated unlimited funds.)
 - National Workshop board meeting held during the two days prior to the beginning of the National Interpreters' Workshop.
- Represent Region 4 at any meetings or conference calls of the Regional Leadership Council(RLC).
- Prepare for national board meetings and RLC meetings by a) suggesting and reviewing agenda items and preparing for discussions, b) having a vote in all deliberations and c) reviewing minutes of previous national board meetings and commenting where applicable.
- Attend annual NAI membership meeting scheduled during the National Interpreters' Workshop.
- Prepare a brief written report on the state of the region before each national board meeting. Submit report to the Executive Director 3 weeks in advance of the meeting so it can be duplicated and sent out with a packet of other meeting information.
- Complete the required NAI Regional Scorecard before each national board meeting and submit it to the RLC Secretary. This ensures compliance with basic membership services required for each region.
- Ensure that Region 4 holds an annual regional workshop, coordinated by a special workshop committee and directly overseen by the Deputy Director of Region 4.
- Hold two business meetings per year for Region 4 members. One should be at the annual Regional Workshop and one during the National Interpreters' Workshop.
- Hold one Regional Board Meeting during the year. This meeting includes the Director, Deputy Director, Secretary, Treasurer, Publications/Newsletter Editor and all committee chairs. Additional board meetings may be held as necessary.
- Prepare a regular column for the Region 4 newsletter to pass along information of regional and national interest.
- Ensure that the Secretary prepares regional comments to be included in each bimonthly issue of *InterpNews*.

- Provide, with assistance from the Regional Treasurer, quarterly and year-end financial reports in accordance with guidelines established by the national board of directors.
- Work with the Region 4 Newsletter Editor to review and ensure that a newsletter is released on a timely quarterly or bimonthly schedule.
- Assist the national board president by making recommendations for representatives to serve on standing committees.
- Establish committees within Region 4 to manage special projects, including, but not limited to scholarships and grants, membership, ways and means, publications, training & member services, etc.
- Appoint a nominating committee to prepare a slate of candidates for regional elections. This committee is chaired by the immediate past director of Region 4. This slate should be sent in to the national secretary by September 15 of election year.
- Oversee attempts to make contact with all new regional members and those former members who have recently let their membership expire to determine the cause of their lapse (NAI program failure, personal reasons, negligence, etc.)
- Work with National Vice President for Administration when problems arise in National-Regional relationships.
- Oversee development of a regional strategic plan on a biennial basis

Annual Timeline/Checklist • Region 4 Director

Bimonthly

- Coordinate with the Secretary to send in items for the national newsletter, *InterpNews* by established deadlines.

Quarterly

- Send articles to Region 4 Newsletter Editor on regional/national news.
- Send welcome letters to new members. (Membership chair should receive delinquent and new member notices from national office and forward to Director.)

Annually

Fall

- Prepare the Director's Column for the Winter Issue of *FourThought*; include regional/national issues. Due to editor by December 10th.
- Send welcome letters to new members.
- Ensure that all committee chairs submit proposed budget for upcoming year to treasurer by September 30/
- Arrange dates/location for Regional Board Meeting of Executive Committee (Director, Deputy Director, Secretary, Treasurer and Publications Chair) and all Committee Chairs, generally held in January. Give members plenty of lead time. (A minimum of 2 months is best.)
- Request written report for year, annual Plan of Action for upcoming year to be received at a specified November deadline prior to the January Regional Board Meeting
- Work with Treasurer to ensure that rooms are reserved for January Regional Board Meeting if needed.
- Prepare and send out tentative agenda for January Regional Board Meeting, including reports, discussion items, formal motions and proposed budget based on committee submissions to treasurer in September and on reports submitted to secretary in November.
- Direct Treasurer to compile annual budget (based on officer/committee plans of actions and submitted budgets)
- Finalize agenda for Regional Board Meeting and make copies.

- Arrange or designate someone to arrange for letterhead to be printed and brought to the January Regional Board Meeting.
- Prepare a Director's report and update on national issues for the Regional Board Meeting.
- Ensure that the Regional Secretary submits information to *InterpNews*.
- Approve, with Deputy Director, the budget for the upcoming regional workshop.
- Ensure that standing committee chairs are working on needed committee member replacements.

Winter

- Chair Regional Board Meeting.
- Sign NAI Code of Ethics if not signed previously. Make sure all officers and committee chairs do so as well.
- Direct Secretary/Deputy Director to compile final regional Plan of Action
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.
- Proof the registration packet for the upcoming workshop.
- Confirm with Deputy Director the location/status of regional workshop for following year.
- Confirm with Awards Chair that regional awards nominations are proceeding on schedule.
- Send welcome letters to new members.
- Prepare the Director's Column for the Winter Issue of *FourThought*; include regional/national issues. Due to editor by March 10th.
- Send out tentative regional business meeting agenda to Executive Board and committee chairs (at least 6 weeks in advance.)
- Request written reports from committee chairs. Determine who will be giving the report at the Regional Workshop.
- Prepare regional/national update for business meeting.
- Prepare final agenda for regional business meeting and make copies.
- Contact Awards Chair to confirm status and logistics for presenting regional awards (the Director is usually in the receiving line during presentation). Be sure the Awards Chair has ordered plaques and printed certificates for presentations.
- Contact Scholarships & Grants Chair to ensure all arrangements for auction are finalized (auctioneers, tables for silent auctions, tickets for penny auction, sheets for silent auction, assistants for auction, publicity, tags for donations).
- Contact Scholarships & Grants Chair to get names, addresses and social security numbers of academic scholarship winners. Make sure the Chair has invited them to the Regional Workshop.
- Contact Scholarships & Grants Chair to get names and addresses of Regional Workshop grant recipients. Ensure that the Chair has notified both the recipients and those who applied but did not receive a grant.
- Contact Ways & Means Chair to ensure that the regional exhibit will be brought to the workshop and set up.
- Contact Treasurer to ensure that cash box and all associated materials will be on hand for sales and auction income.
- Arrange with the Regional Workshop planning committee for a time to do an NAI welcome address.
- Sign certificates of appreciation for Regional Workshop Committee members.
- Prepare certificates of appreciation for Regional Committee Chairs whose terms of office expired at the end of the previous year.
- Ensure that the Regional Secretary submits information to *InterpNews*.
- Set up strategic planning workshop for August-September in EVEN years.

Regional Workshop

- Present a Welcome address on behalf of NAI Region 4.
- Chair Regional Business meeting.
- Assist with Awards presentation.
- Present certificates of appreciation to Regional Workshop Committee members.
- Make a point to meet new members, students, other first-time workshop attendees.

Immediately Following Regional Workshop

- Send letters of congratulations to regional award winners, regional workshop grant winners and scholarship recipients.
- Send thank you letters to Regional Workshop Chairs and their supervisors/agencies when possible.
- Send welcome letters to new members.

Pre-Spring National Board Meeting

- Prepare a written summary of Region 4 activities and submit by deadline.
- Complete NAI Regional Scorecard as required by RLC.
- Complete any national task force or committee work.
- Submit any motions or agenda items to National Board president or Exec. Director if serving on the national board.

Late Spring/Early Summer (Depends on Deadlines)

- Prepare the Director's Column for the Fall Issue of *FourThought*; include regional/national issues. Due to editor by June 10th.
- Send in program proposal for Marketplace of Ideas for NIW for Region 4 to sell our Interpretive Booklets.
- Coordinate with Ways & Means Chair to contact National Interpreters' Workshop (NIW) Exhibit Hall Chair to arrange for space for Regional booth.
- Ensure Nominations Committee is preparing slate of officers if elections required.
- Ensure that the Regional Secretary submits information to *InterpNews*.
- Check in with Interpretive Project Grant Chair to ensure that information will be in the Summer *FourThought* regarding these grants.

Summer

- Coordinate with Awards Chair to submit regional winners/others for national awards.
- Check in with Interpretive Project Grant Chair to ensure that information has been sent out regarding the grants.
- Send welcome letters to new members.
- Ensure that the Regional Secretary submits information to *InterpNews*.

Fall and Pre-NIW

- Check in with Scholarships and Grants Chair to see that forms for academic scholarships will be sent to colleges/universities and to *FourThought*.
- Prepare the Director's Column for the Winter Issue of *FourThought*; include regional/national issues. Due to editor by September 10th.
- Coordinate and host strategic planning workshop in even years.
- For National Board Meeting:
 - Prepare a written summary of Region 4 activities and submit by deadline.
 - Submit any motions to National Board President or Executive Director if Serving on the national board.
- Complete NAI Regional Scorecard as required by RLC.
- For Regional Board Meeting:
 - Send out tentative regional business meeting agenda to officers and committee chairs for input (at least 6 weeks in advance of workshop).
 - Request written reports from committee chairs. Determine who will be

giving the report at the **NAI National Workshop**.

- Prepare regional/national update for business meeting and provide a copy to the Regional Secretary.
- Prepare final agenda for regional business meeting and make copies.
- Coordinate with the Ways & Means Chair to ensure shipping of regional exhibit to NIW and to ensure staffing of exhibit at workshop.
- Contact treasurer to make sure cash box will be available for sales at regional exhibit at NIW.
- Coordinate staffing of Marketplace of Ideas with NAI National Workshop grant recipients
- Send congratulations letters to NAI National Workshop grant recipients.
- Contact Awards Chair to ensure that national award plaques are brought/shipped for regional exhibit.
- Check in with Interpretive Project Grant Chair to ensure that information has been sent out regarding the grants.
- Ensure that the Regional Secretary submits information to *InterpNews*.

NAI National Workshop

- Attend National Board meeting if elected as one of 4 Regional Leadership Council Representatives to the National Board
- Attend Regional Leadership Council meeting prior to the workshop.
- Attend National Board Forum, if possible.
- Attend National Business meeting.
- Conduct Regional Business meeting at assigned time.

Post-NIW

- Send congratulatory letters to Region 4 members who won national awards.
- Send thank you letters to any Region 4 members who presented sessions at the NIW; contact their agencies if possible.

Forms/Records/Applications Associated with Position

(Samples Available with Hard Copy of Procedures)

- Δ Sample Report to NAI Executive Director
- Δ Sample Regional Board Meeting Announcement and Agenda
- Δ Sample Regional Business Meeting Agenda
- Δ Sample Annual Report/Plan of Action
- Δ Sample Certificate for Regional Workshop Chairs & Committee Members

Region 4 Deputy Director

Supervision

The Deputy Director works under the direction of the Region 4 Director.

Term

The Regional Deputy Director is elected by the Region 4 membership to a 2 year term.

Job Description/Responsibilities

- Serve as a voting member at all Regional Board Meetings.
- Represent the Regional Director at national board meetings that she/he cannot attend.
- Seek out locations/commitments from members for hosting the regional workshop.
- Act as an advisor to workshop planning committees.
- Update the regional policy manual on an annual basis.
- Update the regional workshop guidelines manual on an annual basis.
- Participate in Regional Executive Board meetings as called by the Regional Director.
- Other duties as assigned by the Regional Director.

Annual Timeline/Checklist • Region 4 Deputy Director

January

- Participate in Regional Board Meeting
- Submit annual report, action plans, budget for upcoming year. Copy to Reg. Secretary.
- Accept changes from committee chairs in *Regional Procedures Manual*.
- Sign NAI Code of Ethics if not signed previously.

February-March

- Final communications with current-year workshop committee (see workshop timeline)
- Revise *Regional Procedures Manual* and provide updates to board and standing committee members by date of regional workshop.
- Seek proposal for upcoming workshops, 2 years out(ie, in 2000, get proposal for 2002)

April

- Present report at Regional Workshop, including: a) comments on previous workshops (as needed) and current workshop; b) mention of upcoming workshop committees and locations. Provide a copy to Regional Secretary.
- Assist and encourage workshop committee as needed during workshop.
- Make a point to get to know new members during the workshop.
- Assist Regional Director as needed during the workshop.
- Provide updated Regional Procedures Manuals to officers & committee chairs.
- Send thank yous to Regional Workshop committee chairs and members and supervisors if available/possible.

May-September

- Work with upcoming workshop committees on duties (see workshop timeline)
- Update *Regional Workshop Guidelines* manual based on spring workshop evaluations.

October-November

- Present report at National Interpreters' Workshop, Region 4 Business Meeting, as needed, including updates on Regional Workshops.

December

- Ask Regional officers and committee chairs to review *Regional Procedures Manual* and bring updates/changes to January Regional Board Meeting.
- Prepare annual report, budget and action plans for next year. Copy to Reg. Secretary.

Timeline/Checklist for Regional Workshops

2 years prior to workshop(spring): April

- Seek formal proposal from workshop planning committee for approval by Deputy Director and Director

1.5 years prior to workshop(winter): November

- Host/sponsor selection
- Committees formed
- Facility selected
- Logo selected
- Theme selected

1 year prior to workshop: March 10

- Location, dates and theme (if possible) to *FourThought* for appearance in spring issue (usually comes out just after regional workshop)

1 year prior to workshop(spring): April

- Promotion presentation at regional workshop
- Call for presenters available at regional workshop

10 months prior to workshop(summer): June

- *FourThought* promotion (June 10 deadline)
- Call for presenters in *FourThought* or mailed
- Workshop update to Deputy Director

9 months prior to workshop(summer): July

- Mobile workshops identified
- Outside presenters identified
- Keynote speaker identified, if any
- Budget - begin development of

7 months prior to workshop(early fall):

- *FourThought* deadline(September 10) - workshop update/article
- Second call for presenters if needed

6 months prior to workshop(fall): October

- Deadline for presenters due to program committee
- Budget completed for approval by Deputy Director and Board (and approved)
- Mobile workshop details confirmed
- Contact and coordinate auction, awards, ways & means, business meeting, etc.
- Finalize base block schedule (i.e., auction, awards, sessions, etc.)

5 months prior to workshop: November

- Confirm presenters with letter
- Assign concurrent sessions
- AV needs determined
- Registration materials mailed out separately to members

4 months prior to workshop: December 10

- *FourThought* promotion/update
- Information about keynotes, sessions, highlights - article needed

2 months prior to workshop: February

- Meeting room assignments
- Early registration deadline - confer with site for deadline for lodging numbers

1 month prior to workshop: March

- Regular registration deadline
- Confirmation letters sent out
- Lodging room assignments made

3 weeks prior to workshop: March

- Touch base with speakers
- Final confirmation/arrangements with committees: Ways & Means-regional exhibit; Scholarships & Grants-auction, grantees, awards; Regional Director--opening, closing, business meeting; Interpretive Projects Grants – announce awards

2 weeks prior to workshop:

- name tags made
- program packets assembled

HOLD WORKSHOP!

Post Workshop

1 week

- Thank you letters to presenters
- Review evaluations
- Recommend changes in *Regional Workshop Guidelines Manual*.

3 months after the workshop

- Finalize financial records
- Submit report to Deputy Director (multiple copies)

Forms/Records/Applications Associated with Position

Δ *Regional Workshop Guidelines Manual* (under separate cover)

Region 4 Secretary

Supervision

The Regional Secretary is directed by the Region 4 Director and the Executive Board.

Term

The Regional Secretary is elected by the Region 4 membership to a 2 year term.

Job Duties/Responsibilities

- Serve as a voting member at all Regional Board Meetings.
- Maintain official records of all regional activities and transactions, including assisting with archiving of old records and materials.
- Record minutes, distribute to officers and committee chairs and make corrections as needed.
- Distribute corrected minutes to membership via WebMaster/Website.
- Participate in Regional Board Meetings as called by the Regional Director.
- Send Region 4 news items to the national office for inclusion in *InterpNews*. Acquire deadlines from Regional Director or National Office.
- Create and maintain a Chronology of Motions.
- Assist Deputy Director as needed in updating of Regional Procedures Manual.
- Maintain a current mailing list of board members and committee chairs, including monitoring web pages and other sources where list needs to be kept current; contact appropriate individuals to update.
- Assists Treasurer as needed with auction at Regional Workshop.
- Create a Region 4 Action Plan based on committee plans of action and distribute to officers, committee chairs. Make available to the membership through *FourThought*, the website and at regional business meetings.
- Send materials held /created by the secretary to archives at the end of term.
- Other duties as assigned by the regional director.

Annual Timeline/Checklist • Region 4 Secretary

January

- Participate in Regional Board meeting as a voting member.
- Take accurate minutes of Regional Board meeting, obtain approval of minutes from Region 4 Director and submit copies of minutes to board members, committee chairs and Webmaster.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.
- Submit Region 4 Report to national office for *InterpNews*. Include information about newest Interpretive Booklet for sale. Deadline is February 1st (can call to see if they are on schedule with production.)
- Prepare a current mailing list of officers and committee chairs and provide a copy to same and to Webmaster.
- Update the Chronology of Motions following the Regional Business meeting.
- Sign NAI Code of Ethics if not signed previously.

March

- Submit any appropriate information to *FourThought* by March 10.

April

- Attend/participate in regional business meeting at spring Regional Workshop.

- Take accurate minutes of regional business meeting, obtain approval of minutes from Region 4 Director and submit copies of minutes to board members, committee chairs and Webmaster.
- Submit Region 4 Report to National Office for the Summer issue of *InterpNews*. Include details of the Regional Workshop, Regional Award Recipients, Academic Scholarship Winners and promotions for sales items. Deadline is May 1st (can call to see if they are on schedule with production.)
- Update Chronology of Motions following Regional Business meeting.
- At the Regional Workshop, assist Scholarships & Grants Committee with auction by recording bids/assisting the Treasurer as needed.

June

- Submit any appropriate information to *FourThought* by June 10.

July

- Submit Region 4 Report to national office for *InterpNews*. Deadline: August 1st (can call to see if they are on schedule with production.) Include news of mini-workshops, sales items, sales items on Website, etc.

September

- Submit any appropriate information to *FourThought* by September 10.
- Submit proposed budget for upcoming year to regional treasurer by September 30.

October - November

- Attend and participate in regional business meeting at National Interpreters' Workshop.
- Take accurate minutes of regional business meeting, obtain approval of minutes from Region 4 Director and submit copies of minutes to board members, committee chairs and Webmaster.
- Submit Region 4 Report to national office for *InterpNews*. Include news of any miniworkshops conducted in the region, dates, etc. for the upcoming spring workshop, etc. Deadline is November 1st (can call to see if they are on schedule with production.)
- Update Chronology of Motions following Regional Business Meeting.
- Prepare an annual report, plan of action, discussion items and formal motions for January board meeting. Compile annual reports, plans, discussion items and formal motions from other committees/officers for review by Executive Committee and distribution to all Board members prior to Regional Board Meeting.

December

- Submit any appropriate information to *FourThought* by December 10.
- Provide a smooth transition with the incoming secretary if required. Inform her/him of the secretary's duties. Turn over the Secretary's notebook to the incoming Secretary.

Forms/Records/Applications List Associated with Position (Samples Available with Hard Copy of Procedures)

- Δ Sample Meeting Minutes
- Δ Sample InterpNEWS Report
- Δ Sample Year-End Report

Region 4 Treasurer

Supervision

The Regional Treasurer is directed by the Region 4 Director and other members of the Executive Board.

Term

The Regional Treasurer is elected by the Region 4 membership to a 2 year term.

Job Duties/Responsibilities

- Serve as a voting member at all Regional Board Meetings.
- Maintain up-to-date financial records of the region.
- Provide quarterly account balance reports to the Region 4 Director and to the newsletter editor.
- Balance quarterly and year end reports with the National NAI Office, including tracking account balances and maintaining correspondence with the national office bookkeeper to correct any differences found.
- Provide semi-annual financial reports to members at regional business meetings at national and regional workshops. Copy to Regional Secretary.
- Process all financial transactions for region including (but not limited to):
 - regional workshop income and expenses
 - mini-workshop income and expenses
 - grant and scholarship disbursements
 - ways and means income and expenses
 - operating expenses
 - committee expenses
 - tracking investments
 - other financial deposits and disbursements as needed
- Participate in regional executive board meetings as called by the director.
- Create an annual budget for the region.
- Communicate with committee chairpersons to provide finances as needed
- Request disbursement of funds from the national office using NAI Regional/Section Disbursement Form.
- Deposit all income with national office on the NAI Regional/Sectional Deposit Form.
- Is insured for loss indemnity by the National Association Executive Office.
- Maintain separate accounting and is responsible for conducting the financial transactions for all chapters chartered within the region.
- Manage financial aspects of auction at Regional Workshop, including:
 - Collect all money from buyers at the workshop or after if purchase “charged” items. Invoice unpaid accounts, and confer with regional director if items remain unpaid.
 - Provide receipts for all purchases made, if purchaser so wishes
 - Provide a means for credit card purchases, to be filed with NAI National bookkeeper
 - Provide safe deposit and transfer of all auction money to NAI National bookkeeper within a timely manner after completion of workshop
 - Track and deposit all auction money into scholarship fund
 - Provide a grand total of auction money earned to the regional director, deputy director, and *FourThought* editor
- Maintain a \$500.00 petty cash allotment.
- Other duties as assigned by the regional director.

Annual Timeline/Checklist • Region 4 Treasurer

January

- Participate in Regional Board Meeting as a voting member.
- Provide written summary of year's expenditures/accounts at Regional Board Meeting.
- Sign NAI Code of Ethics if not signed previously.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.

February-March

- Assist Regional Workshop Committee in fee collection, issuing receipts, etc.
- Submit a quarterly financial report for *FourThought* by March 10.

April

- Attend regional business meeting at spring Regional Workshop.
- Provide a summary of year's expenditures and accounts at the regional business meeting. Provide a copy to the Regional Secretary.
- Assist with registration at the Regional Workshop; accept registration payments.
- Coordinate payments portion of the Regional Workshop auction.
- Assist Ways & Means Committee with sales of items at Region 4 Exhibit as needed.

May

- Continue to finalize reports regarding spring Regional Workshop.

June

- Submit a quarterly financial report for *FourThought* by June 10.

July-August

- Review and provide comment/advice on budget submitted to Regional Director for upcoming (next year) Regional Workshop.

September

- Submit a report of year's expenditures to date to Director so she/he can forward it to regional board & committee chairs for use in preparing their budget for the next year
- Submit a quarterly financial report for *FourThought* by Sept. 10.

October - November

- Attend and participate in regional business meeting at National Interpreters' Workshop.
- Provide a summary of year's expenditures and accounts at the regional business meeting. Provide a copy to the Regional Secretary.
- Assist Ways & Means Committee with sales of Region 4 items at NIW
- Compile proposed budget for next year for approval at the Regional Business Meeting.
- Prepare an annual report, budget and plan of action for submission to secretary

November

- Submit annual report, plan of action for upcoming year, discussion items or formal motions to regional secretary in preparation for January board meeting.

December

- Submit a quarterly *financial* report or *FourThought* by Dec. 10.

Forms/Records/Applications List Associated with Position (Samples Available with Hard Copy of Procedures)

- Δ Sample Disbursement Form
- Δ Sample Treasurer's Report for *FourThought*
- Δ Sample Annual Budget

Region 4 Newsletter Editor and Region 4 Publications Committee

Purpose

Produce Region 4 quarterly newsletter and other written promotional, informational or interpretive material as needed for the region.

Supervision

The Publications Committee works under the direction of the Director, Deputy Director, Secretary and Treasurer of Region 4.

Committee Size and Terms

The Newsletter Editor is appointed by the Region 4 Executive Board, in consultation with previous newsletter editors, based on experience and qualifications listed below.

The committee has a minimum of twelve members, including the Chair (Newsletter Editor), Regional Reporters from Northern Indiana, Central Indiana, Southern Indiana, Western Michigan, Eastern Michigan, Upper Michigan, Northern Ohio, Central Ohio, Southern Ohio, and Ontario. The committee also includes an individual assigned the specific task of producing our annual interpretive booklet. Members can serve for any length of time as long as they remain active in submitting materials for the newsletter.

Newsletter Editor/Chair Job Description/Responsibilities

- Serve as a voting member at Regional Board Meetings.
- Produce 4 issues of *FourThought*, the Region 4 newsletter each year, in a professional, graphically pleasing format. The newsletter should contain articles, useful program ideas and resources, book reviews, regional and national news and issue updates, member news and other pertinent materials.
- Recruit regional reporters and maintain contact with them throughout year.
- Assist Secretary in recruiting a Region 4 Webmaster, and maintain contact with this individual throughout year.
- Seek appropriate advertisers for the newsletter to provide financial support through their ads as well as sources for materials, exhibits and other interpretive needs.
- Ensure that a themed interpretive booklet is produced each year. This booklet is provided free to all Region 4 members as an insert in a newsletter and is made available for sale to other NAI members, interpretive trainers, etc. across the country.
- Maintain accurate records of the number of newsletters printed/mailed and all associated expenses.
- Submit an annual report to the Region 4 Director and prepare action plans for the upcoming year. Provide a copy to the Regional Secretary.
- Attend and participate in Regional Workshops.
- Attend and participate in National Workshops when possible.
- Coordinate contact with the National office when bulk e-mails are needed.

Chair (Newsletter Editor)Qualifications

- Experience in publication layout and design.
- Experience in editing natural/cultural history related material.
- Experience in and access to a desktop publishing system.
- Access to a bulk mailing permit if possible.

Committee (Regional Reporter) Job Description/Responsibilities

- Be aware of NAI Region 4 members within assigned section of the state.
- Periodically call or e-mail members in assigned section to ask for info/updates for the newsletter.
- Write articles, grapevine info, book reviews or other short pieces for newsletter when possible or if asked by the Publications Chair
- Submit copies of resource materials, "gimmicks & gadgets", etc. to publications chair.
- Look for and recruit potential advertisers for *FourThought*.

Interpretive Booklet Coordinator

- Experience in publication layout and design.
- Experience in editing natural/cultural history related material.
- Experience in and access to a desktop publishing system.

Annual Timeline/ Checklist • Region 4 Newsletter Editor/Publications Chair

January (general)

- Participate in Regional Board Meeting as a voting member.
- Present several suggested topics for next Interpretive Insert to board for consideration; narrow to two or three.
- Sign NAI Code of Ethics if not signed previously.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.

January 10

- Mail Winter Issue of *FourThought* to members, including current Interpretive Insert.
- Mail extra copies as follows: NAI National Office: 5; Region 4 Director: 5; Region 4 Deputy Director: 5; Region 4 Membership Chair: 5; Archive Chair/Historian: 2
- Record number of newsletters bulk mailed, number to Canada, number sent first class.
- Report expenses to Regional Treasurer using standard form. Retain copies for files.
- Report total quarterly newsletter costs to Regional Treasurer using standard form. Retain copies for files.

February 10

- Post bulk e-mail reminder of upcoming newsletter deadline (March 10) to officers, committee chairs, regional reporters, coordinators of special projects, regional workshop chairs, the national office and others as needed.
- Update advertising information and send renewal letters to advertisers if necessary.

March 10

- Deadline for submissions for Spring newsletter.
- Contact national office to mail you labels.
- Spring issue should contain:
 - △ Bird-a-thon Pledge Info
 - △ Complimentary Membership Application
 - △ Upcoming Region 4 Mini-workshop Training Application Info/Forms
 - △ National Workshop Grant information
 - △ Names of Regional Award, Scholarship and Grant winners (if newsletter is to be released AFTER the regional workshop!
 - △ Interpretive Project Grants application form
 - △ Reports from previous year's Interpretive Project Grants winners
 - △ Notes/reminders about regional elections (alternate years).

April (general)

- Prepare and give brief report of committee at Regional Workshop. Include number of newsletters mailed, recruit articles (recruit names) or new reporters as needed. Provide copy of report to Regional Secretary.
- Take "straw poll" on favorite topic for next themed Interpretive Insert

April 10

- Mail Spring Newsletter
- Mail extra copies as follows: NAI National Office: 5; Region 4 Director: 5; Region 4 Deputy Director: 5; Region 4 Membership Chair: 5; Archive Chair/Historian: 2
- Record number of newsletters bulk mailed, number to Canada, number sent first class.
- Report expenses to Regional Treasurer using standard form. Retain copies for files.
- Report total quarterly newsletter costs to Regional Treasurer using standard form. Retain copies for files.

May 10

- Post bulk e-mail reminder of upcoming newsletter deadline (June 10) to officers, committee chairs, regional reporters, coordinators of special projects, regional workshop chairs, the national office and others as needed.

June 10

- Deadline for submissions for Summer newsletter.
- Contact national office to mail you labels.
- Summer issue should contain:
 - △ Regional Scholarship, Grant and award recipients (if not in spring issue)
 - △ Announcement of next Interpretive Insert topic
 - △ Reminders of national award nominations upcoming
 - △ Birdathon Update/results
 - △ Upcoming Region 4 Mini-workshop Training Application Info/Forms
 - △ Call for papers for next Regional workshop (may be in Autumn issue)
 - △ Interpretive Project Grants application/reminder
 - △ Complimentary Membership recipients

July 10

- Mail Summer Newsletter
- Mail extra copies as follows: NAI National Office: 5; Region 4 Director: 5; Region 4 Deputy Director: 5; Region 4 Membership Chair: 5; Archive Chair/Historian: 2
- Record number of newsletters bulk mailed, number to Canada, number sent first class.
- Report expenses to Regional Treasurer using standard form. Retain copies for files.
- Report total quarterly newsletter costs to Regional Treasurer using standard form. Retain copies for files.

August 10

- Post bulk e-mail reminder of upcoming newsletter deadline (September 10) to officers, committee chairs, regional reporters, coordinators of special projects, regional workshop chairs, the national office and others as needed.

September 10

- Deadline for submissions for Autumn newsletter.
- Contact national office to mail you labels.
- Autumn issue should contain:
 - △ Announcement of next Interpretive Insert topic (to be produced in winter newsletter - give deadlines for submissions)
 - △ NAI Region 4 Workshop Grant Applications (may need to be in winter, depending on deadline/dates)
 - △ NAI Regional Award Nomination (may be in winter issue)
 - △ NAI Region 4 Academic Scholarship Application Form

- △ Upcoming Region 4 Mini-workshop Training Application Info/Forms
- △ Call for Presentations for next regional workshop (maybe summer issue)
- △ National workshop grant/scholarship recipients from Region 4
- △ New officers for upcoming year (alternate years)
- Prepare proposed budget for upcoming year.

October 10

- Mail Autumn Newsletter
- Mail extra copies as follows: NAI National Office: 5; Region 4 Director: 5; Region 4 Deputy Director: 5; Region 4 Membership Chair: 5; Archive Chair/Historian: 2
- Record number of newsletters bulk mailed, number to Canada, number sent first class.
- Report expenses to Regional Treasurer using standard form. Retain copies for files.
- Report total quarterly newsletter costs to Regional Treasurer using standard form. Retain copies for files.

October-November (general)

- Prepare and present a report at NAI Region 4 Business Meeting at the National Interpreters' Workshop. Provide a copy to Regional Secretary.
- Seek replacement committee members if needed.

November 10

- Post bulk e-mail reminder of upcoming newsletter deadline (December 10) to officers, committee chairs, regional reporters, coordinators of special projects, regional workshop chairs, the national office and others as needed.
- Place special emphasis on Interpretive Insert submissions - send e-mail reminders to those who might have appropriate info for this issue.
- Submit annual report, plan of action for upcoming year, discussion items and any formal motions to regional secretary for January board meeting.

December (general)

- Assemble copies of all newsletter reports and expenses submitted for year into a file.
- Develop action plans for coming year.
- Contact Regional Reporters to thank and check on their availability for upcoming year.

December 10

- Deadline for submissions for Winter newsletter.
- Contact national office to mail you labels.
- Winter issue should contain:
 - △ Interpretive Booklet
 - △ NAI Region 4 Workshop Grant Applications
 - △ NAI National Academic Scholarship info (application optional; if room)
 - △ Regional Award Nomination (depends on deadline)
 - △ Upcoming Region 4 Mini-workshop Training Application Info/Forms
 - △ National Award Winners from Region 4
 - △ Recipients of Interpretive Project Grants for year

Forms/Records/Applications Associated with Position

(Samples Available with Hard Copy of Procedures)

- | | |
|------------------------------------------------|--------------------------------|
| △ Sample newsletter | △ NAI Disbursement Form |
| △ NAI Newsletter Report Form Sent to Treasurer | △ Postcard NL DeadlineReminder |
| △ Bulk Mail Form from Post Office | |
| △ Copy of Tax-Exempt/Non-profit Status Letter | |
| △ Sample of Annual Report/Action Plan | |

Region 4 Archive Committee (and Historian)

Purpose

To preserve documents, photos, and items relating to the NAI Region 4 and the AIN which preceded it. This material is to be kept as an archival reference for the history of our regional group and its members.

Supervision

The committee is directed by the Region 4 Director and other members of the Executive Board.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members serve for no more than three years, consecutively. Chair can serve on a continuing basis.

Committee Job Description/Duties

- Serve as volunteers to assist in collecting, sorting and archiving appropriate historic documents, photos, articles, etc. related to Region 4 members, operations, programs and policies.

Historian Job Description/Duties

- Develop, in conjunction with the committee, policies and a standard procedure for archiving Region 4 documents. This should include a list of appropriate items.
- Solicit and gather photographs, letters, newsletters, articles, etc. related to Region 4 members, operations, programs and policies.
- Organize archival materials and coordinate the accession of these items with our regional archives at Ball State University Library Archives and Special Collections
- Maintain the integrity of Region 4 historic archival materials through use of appropriate storage techniques and materials.
- Provide regular publicity related to the archives (in FourThought and at Regional Meetings) to encourage contributions to the archives and use of the archives for research and promotion of the profession.
- Provide an annual report of items accessioned into archives, to be submitted to the Region 4 Director prior to the January Regional Board Meeting. Provide a copy to the Regional Secretary.
- Serve as a nonvoting member at Regional Board Meetings.

Timeline/Checklist for Archives Committee

Throughout the Year

- Watch for and collect appropriate Region 4 items for archives.
- Accession items into collection and document.

January

- Participate in Regional Board Meeting. Provide a copy of any reports to Regional Secretary.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.

February

- Prepare some sort of display or publicity for the archives for the Regional

Workshop; Talk with Workshop Committee to arrange space/location.

March-April

- Attend and participate in Region 4 Workshop.
- Collect any archival materials related to the workshop that should be kept (fliers, workshop folder/booklet, site souvenirs, etc.)
- Provide a report at Regional Business Meeting regarding the archives. Provide a copy of report to Regional Secretary.
- Publicize, through a booth or other method, the presence of archives; encourage participants to donate items.
- Accept appropriate donations from any Region 4 member for the archives.

June

- Submit article to *FourThought* (by June 10) detailing any acquisitions during year to date.
- Request in *FourThought* that appropriate NAI-related artifacts/objects to be brought to the National Interpreters' Workshop and turned over to the Archive Chair.

September

- Prepare proposed budget for new year by September 30. Get to treasurer.

October-November

- Select replacements for committee members whose terms will expire at year's end.
- Provide a report at Regional Business Meeting during the National Interpreters' Workshop. Provide a copy to the Regional Secretary.
- Collect (or arrange for someone to collect) copies of materials related to the NIW.
- Accept appropriate donations from any Region 4 member for the archives.
- Submit annual report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.

December

- Prepare annual report for Region 4 Director.
- Submit article to *FourThought* (by December 10) detailing archival acquisitions for year; solicit donations to be brought to the spring Region 4 Interpreters' Workshop.

Forms/Records/Applications Appropriate to Position (Samples Available with Hard Copy of Procedures)

- △ Accession Catalog (to be developed)

Collection Guidelines for NAI-4 Archives

Collection Policy

Purpose of the Collection

The National Association of Interpretation is dedicated to the advancement of the profession of interpretation. Region 4 is one of 10 regions within the organization and represents Ohio, Michigan, Indiana and Ontario. The purpose of the Region 4 archives collection is to collect, preserve, hold/exhibit, interpret to illustrate and promote the mission, vision and legacy of Region 4 of NAI. **Our Mission** is “Inspiring leadership and excellence to advance heritage interpretation as a profession.” **Our Vision** is that “NAI is the recognized voice of interpretation.”

Scope of the Collection

The region will collect historical materials in a variety of forms. The formats include, but are not limited to: transcripts, tapes, recordings and other oral history materials, books and other written and printed material, photographs, prints and other visual material; clothing and other natural, commercial, institutional and personal objects. The materials should be related to the region’s mission, vision, meetings, workshops, planning, funding or special projects. They must be relevant and consistent with the purpose of the region.

The collection shall also contain materials in the formats listed above as related to the Association for Interpretive Naturalists (AIN) which was one of two parent organizations of NAI. AIN materials should focus on resources and documents from states and regions that were integrated into Region 4 when NAI was formed. This is primarily Region 8 and 9 (*Jody.....I’m not sure what region Ontario was in.....we need to find out before finalizing this. Ohio was in Region 8*)

Storage of Collection

Collection is housed at Ball State University Special Collection Archives Library. Staff at the library sort, organize, retrieve, and store the region’s materials. The staff maintain a list of the collection on the Ball State University web site for public access.

Function of the Collection

This collection forms a basis for the continuing research of our regions’ past.

Criteria of Acceptance

All donations are considered outright and unconditional gifts to be used at the discretion of the region. Donations will not be accepted with the understanding that they be permanently exhibited or be subject to reclaim by the donor or the donor’s heirs. Items may be acquired through donation, bequest, exchange or purchase; solicited or unsolicited; field collection and/or abandonment. All legal, moral and ethical implications of the acquisition must be considered before acceptance of the acquisition(s).

Region 4 Awards Committee

Purpose

The Chair is responsible for directing/overseeing the activities of the Awards Committee, which consists of five additional people, who, like the Chair, are Region 4 members.

Supervision

The Chair works under the supervision of the Region 4 Board of Directors; Director, Deputy Director, Treasurer, Secretary and Past Director

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members and chair serve for no more than three years, consecutively.

Chair Job Description/Responsibilities

- Coordinate nominations, publicity and presentation of awards for Region 4.
- Oversee the nomination of any Region 4 award winners for national awards.
- Recommend changes/adaptations to awards and the awards presentation as needed.
- Prepare a yearly budget for Regional Board approval and submit receipts from transactions to the Treasurer for reimbursement.
- Prepare an annual report and action plans for the upcoming year.
- Serve as a nonvoting member at Regional Board Meetings.

Annual Timeline/Checklist for Awards Chair

January

- Present report at Regional Board Meeting. Provide copy to regional secretary.
- Receive nominations for awards.

February

- Send letters of thanks to nominators.
- Send copies of nominations and vote tally form to committee members. Send nominations for Outstanding New Interpreter, Master Front-Line Interpreter, Master Interpretive Manager and Distinguished Professional Interpreter to the winners of those awards from previous year.
- Receive votes from the above and select award winners.

March

- Although voting results will remain confidential, encourage the winners to attend the awards ceremony. If they can not, determine if someone will be present to accept the award on their behalf.
- Send letters of notification to nominees.
- Notify Outstanding Interpretive Program winner so they can prepare presentation for the awards ceremony.
- Order any necessary award materials and assemble those that will be presented at the ceremony. (Regional Director signs certificates.)
- Consult with Workshop Program Chair to plan awards ceremony (A/V support needed for OIP program.)
- Provide regional and national winner plaques to the region's exhibit booth.
- Preside over awards ceremony at the regional workshop.

- Submit an article on winners to Region 4 Webmaster and to *FourThought* (Deadline: March 10 for early April publication. If newsletter will go out before spring workshop, hold article until summer edition!!!!)
- Send congratulatory letters to supervisors of winners.
- Have winners names engraved on regional plaques.
- Send business meeting report to Regional Secretary.

April

- Arrange for press releases to winners' local media.
- Provide Secretary with details of Regional Award winners so she/he can include it in report to national newsletter, *FourThought*. (Deadline: May 1.)
- Present report at Regional Workshop Business Meeting. Provide copy of report to Regional Secretary.
- Update archival (master) list of award winners.

May

- Arrange for regional winners to be nominated for national awards.

June

- Submit an article on winners to Region 4 Webmaster and to *FourThought* if not done in March. (June 10 deadline.)

September

- Submit proposed budget for next year to regional treasurer.
- Revised and mail nomination brochure to agencies.
- Revise call for nominations and submit to Four Thought and Region 4 Webmaster by September 10; also write article on tips for writing an award nomination.

October

- Prepare and present committee report at fall business meeting at NIW. Provide copy of report to Regional Secretary.
- Update the national plaque with any new winners.
- In cooperation with Regional Director, select replacements for committee members whose terms have expired.

November

- Submit present year report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.
- Select replacements for committee members whose terms have expired.
- Update archival (master) list of national award winners.
- Submit an article on National award winners to Region 4 Webmaster and to *Fourthought* (December 10) deadline.

December

- Write year end report.
- Send letter of welcome to new committee members, including duties/times of work.
- Send thank you letters to retiring. committee members.

Forms/Records/Applications Associated with Position (Samples Available with Hard Copy of Procedures)

- Δ Copy of nomination form from a previous year (in *FourThought*)
- Δ Copy of letter to supervisor
- Δ Copy of letter to nominator and nominee
- Δ Certificate template
- Δ Copy of news release to local media
- Δ Sample Annual Report/Action Plan

Region 4 Interpretive Project Grants Committee

Purpose

To promote and award small grants funding interpretive projects for Region Four members .

Supervision

The Interpretive Project Grants Committee works under the direction of the Director, Deputy Director, Secretary and Treasurer.

Committee Size and Terms

Minimum of four members; at least one each from Ohio, Michigan, Indiana and Ontario if possible. Members and chair serve for no more than three years, consecutively. Committee members are not eligible to apply for Interpretive Project Grants.

Chair Job Description/Responsibilities

- Coordinate activities of Interpretive Project Grants Committee members.
- Advertise IPG grants in Spring and Summer *FourThought*.
- Communicate with and answer questions from grant applicants.
- Receive grant requests and distribute copies to committee members for ranking.
- Compile rankings and determine grant awards.
- Communicate status and results of grant rounds to applicants.
- Attend Regional Board Meetings as a nonvoting member.
- Attend regional business meetings.
- Submit reports on committee activities, a yearly budget and action plan.
- Develop and adapt grant criteria, procedures and timelines.
- Submit disbursement forms for committee expenses/grant awards to regional treasurer.
- Communicate the requirements of writing an article on awarded projects for the news letter and giving recognition of funding for interpretive projects to NAI Region 4 to recipients, as needed.
- Send news release to local newspapers about grant recipients.

Interpretive Project Grant Guidelines

Eligibility

- Grants are available to individuals, agencies, organizations, and institutions who are current members of Region 4 of the National Association for Interpretation (NAI) at the time of application. Members of the Regional Executive Board and the Interpretive Project Grants committee shall be ineligible to submit grant applications or vote on applications from their organization during their term of service. However, other members of their agency staff, organization, or institutions will be eligible to submit grant applications.
- Projects to be funded must be related to interpretation. Funds may be used for equipment, research, planning, design, or production of interpretive projects and programs.
- Grant requests may be made in amounts up to and including \$1000.00. Matching funds or in-kind services will not be required, but should be listed in application data if used.

Application Deadline

- The Interpretive Project Grants Program will be advertised annually in the Spring and

Summer issues of the regional newsletter. **The application deadline will be September 1.**

Grants will be awarded to successful applicants in October.

- By submitting an application, the applicant agrees to provide a written report to the IPG Committee Chair and Regional Director in the format of a Region 4 newsletter article.

This article must be submitted no later than September 1 of the calendar year following the grant application. The article must describe the project, how the funds were utilized and the progress/ success of the project.

- Mail, e-mail or fax applications to the Interpretive Project Grants Committee Chair

Application Data

The following information must be submitted on an official application form:

- Name and membership expiration date of individual, agency, or organization requesting the grant.
- Address, telephone, fax, and e-mail.
- Contact person.
- Description of the project (100 words or less).
- Description of who will benefit from completion of the project (100 words or less).
- Identification of all sources of funding for this project and percentages of funding from each source.
- Budget for the project with specific identification of how Region 4 funds will be applied.
- Amount requested. (If a partial award is unacceptable, please so indicate.)
- Local newspaper contact information.

Disclaimer

- The number of grants to be made in any given year is subject to available funding. Partial awards may be made at the discretion of the IPG Committee.
- NAI or Region 4 is under no obligation to offer or maintain this Interpretive Projects Grant Program at any time.

Criteria for Selecting Interpretive Project Grants Proposals

To be used by committee in the review process

- Will the applicant accept a partial grant award?
- Is the grant written clearly and concisely? Are all required components present?
- Does the applicant demonstrate broad public appeal of the project and expand the public's view of the specific interpretive project? Will the project draw in and engage audiences effectively?
- Interpretive Merit. Would there be a better way to accomplish the project using less money or a more effective interpretive approach? Does it increase the public's understanding and appreciation of a cultural or natural resource within Region IV through exceptional interpretive programs, printed materials, signs, exhibits, etc.
- Is the project innovative or unique in its approach to an interpretive goal?
- Does the applicant specify any means of evaluating the success of the project?
- Does the project enhance the protection or preservation of a cultural or natural resource within region IV?
- Are the project costs realistic, appropriate and reasonable?
- Does the budget breakout specifically identify how Region 4 funds will be utilized?
- Does it provide an opportunity to increase public recognition of NAI Region IV?

- Would this project be one that you would want to be affiliated with or see happen if it were at your facility? In other words, would NAI Region 4 Members be proud to sponsor this project?

Annual Timeline/Checklist Interpretive Project Grants Committee & Chair

January

- Attend or designate a committee representative to Regional Board Meeting.
- Determine needed changes to grant criteria and process.
- Submit any corrections to Procedures Manual two weeks after regional board meeting.

February

- Make any necessary amendments to grant notices.
- Send updated material to *FourThought* editor for advertising in spring and summer issues and to Region 4 Webmaster.

August

- Send reminder to current grant recipients to submit article/report for *FourThought* by September deadline.

September

- Grant deadline September 1.
- Communicate receipt of grant requests to applicants.
- Copy grant requests and distribute to committee members for review and ranking.
- Grant review forms and rankings from committee members due to chair by September 30.
- Prepare proposed budget for upcoming year and submit to regional treasurer.

October

- Tally rankings of committee members.
- Communicate ranking issues with committee members as needed.
- Determine grant recipients and amounts.
- Award grants
- Communicate results of grant rounds to applicants and IPG committee.
- In cooperation with Regional Director, select replacements for committee members whose terms have expired.

November

- Submit disbursement forms to regional treasurer.
- Send news release to local media concerning grant recipients.
- Contact any prior year grant recipients whom have not yet submitted article/reports for *FourThought* as required by guidelines and make last request for information.
- Submit present year report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.

December

- Provide article on grant recipients to Region 4 Webmaster and to *FourThought* editor by December deadline.

Forms/Records/Applications Associated with Position (Samples Available with Hard Copy of Procedures)

- Sample Promotion for grants from *FourThought*
- Grant Application and Guidelines
- Grant Review Form

Region 4 Membership Committee

Purpose

To develop and implement programs to attract new members, retain existing members and bring back delinquent or former members.

Supervision

The Membership Committee is directed by the Region 4 Director and other members of the Executive Board.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members and chair serve for no more than three years, consecutively.

Committee Job Description/Duties

- Generally corresponds by mail, telephone, fax or e-mail, but may meet at the annual regional workshop.
- Writes letters to members who have allowed their memberships to lapse, in hope of getting them to renew.
- Develop and coordinate occasional regional membership drives, including advertisement through *FourThought* or other professional newsletters.
- Choose, annually, two recipients of complimentary memberships provided by the national office.
- Work with Region 4 Director to see that all new members receive a personal welcome letter and a membership packet.

Membership Chair Job Description/Duties

- Appoint a committee member to handle the publicity, applications and nomination of two Region 4 members for complimentary memberships by the national office.
- Appoint a committee member or handle the preparation and distribution of membership packets to all new members.
- Appoint a committee member or handle contact with all members who allow membership to lapse.
- Solicit ideas for maintaining contact with members and seeking out new members from all membership committee members.
- Maintain contact with the national office to receive quarterly lists of new members in Region 4.
- Maintain a supply of membership applications and brochures for distribution to potential members, at conferences, etc.
- Develop and maintain a membership list by area that can be used by Regional Reporters, Membership Committee members, etc.
- Submit a written report of committee operations to the Region 4 Director and prepare a plan of action and budget as requested. Provide a copy to Regional Secretary.
- Attend Regional Board meetings as a nonvoting member.
- Attend Regional Business meetings.
- Oversee operation of Speakers Bureau (if this continues)
- Oversee Pincentive Program

Annual Timeline/Checklist • Membership Committee and Chair

Quarterly

- Receive list of lapsed members from National; contact with letter about rejoining.
- Receive a list of new members from National Office; send letter of welcome.

January

- Attend and participate in Regional Board Meeting as a nonvoting member. Provide a copy to the Regional Secretary.
- Send letters of welcome to new committee members.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.

March

- Ensure that a Complimentary Membership application form and publicity are in *FourThought* (deadline: March 10) and given to Region 4 Webmaster.

April

- Coordinate with Regional Workshop committee to host or co-host a welcome event or space for new members and new workshop attendees.
- Attend and present annual report at regional business meeting during Regional Workshop, or appoint a proxy to do so. Provide a copy of any report to Regional Secretary.
- Send notes of welcome to new members and first time attendees at the regional workshop.

June

- Announce winners of Complimentary Memberships in *FourThought* (deadline: June 10) and through Region 4 Webmaster.

September

- Submit proposed budget to regional treasurer for next year.

October-November

- Attend and present a report at regional business meeting during the National Interpreters' Workshop or appoint a proxy. Provide a copy to Regional Secretary.
- In cooperation with Regional Director, select replacements for committee members whose terms have expired.
- Submit present year report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.
- Send notes of welcome to new members and first time attendees at the national workshop.

December

- Request letterhead from Region 4 Director if needed.

Forms/Records/Applications Associated with Position

(Samples Available with Hard Copy of Procedures)

- △ Sample complimentary membership nomination form
- △ Sample letter sent to complimentary membership recipients
- △ Sample letter sent to complimentary membership applicants not chosen
- △ Sample letter sent to complimentary membership nominators
- △ Sample letter sent to committee to vote on complimentary memberships
- △ Sample letter sent to new members
- △ Sample letter sent to those with lapsed memberships
- △ Sample Annual Report/Action Plan
- △ Pincentive Program Brochure

Region 4 Nominating Committee

Purpose

To develop a slate of committed, qualified candidates for the regional offices every two years.

Supervision

The Nominating Committee is directed by the Region 4 Director and the other members of the Executive Board.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members serve for no more than one year, consecutively. The immediate past Regional Director is the Nominating Committee Chair.

Committee Job Duties/Responsibilities

- Publicizing in *FourThought* and through personal contact the upcoming nomination and election of officers.
- Meet at the Regional Workshop to develop a "long list" of potential candidates for regional offices.
- Contact and develop a slate of officers from those who indicate an interest in running.
- Prepare, print and distribute a ballot with biographies/statements from candidates, adhering to deadlines established by the national office. (Election results must be in to the national office at least 2 weeks prior to the National Interpreters' Workshop in the fall.)
- Tabulate ballot results and submit to national office, following the guidelines in the Elections Procedures manual.
- Chair attends Regional Board Meetings as a nonvoting member.

Timeline/Checklist

Nominating Committee and Chair

November

- Submit annual report, plan of action, discussion items or formal motions to regional secretary for January Board Meeting.

January - each year

- Attend and participate in Regional Board Meeting as a nonvoting member.
- Solicit names of potential candidates from Executive Board and committee chairs.
- Begin to compile list of potential candidates in conjunction with committee.
- Obtain current Elections Procedures manual from National Elections Chair.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.

April - Year of Elections

- Solicit additional names of potential candidates during the Regional Workshop.
- Meet with Nominating Committee members at the Regional Workshop to discuss strategies, phone calls to potential candidates, etc.
- Make a presentation during regional business meeting regarding the upcoming elections - ask for candidates!.

Summer (timing depends on NIW date)

- Solicit biographies of candidates for ballot
- Layout and print ballot.
- Obtain mailing labels for Region 4 voting members from the National NAI office.
- Mail ballots First Class, according to timeline in Election Procedures manual.

Late Summer, Early Fall

- Tally ballots, adhering to procedures dictated by Election Procedures manual.
- Write final reports and submit results to national election chairperson
- Write article for *FourThought* on election results by September 10 newsletter deadline; also provide to Region 4 Webmaster.
- Report election results at Region 4 business meeting during the National Interpreters' Workshop.

October - Year Prior to Elections

- Solicit committee members. Ideally, there will be one representative from each state in the region.

**Forms/Records/Applications Associated with Position
(Samples Available with Hard Copy of Procedures)**

Criteria for Selection of Officers:

Minimum officer qualifications for NAI Region 4

Director

- Has completed at least one term as Deputy Director of a Region or Section.
- Has completed one term as active chair of any NAI Region 4 committee .
- Has attended and participated in four entire Regional Workshops within the last five years.
- Recommended: attended two entire National (or International) Workshops within the last five years.
- Able and willing (time) to attend all NAI Regional Leadership Council Meetings and, if elected as regional leadership council representative to attend all NAI National Board Meetings.
- Able to attend and conduct business meetings at regional and national workshops during his/her term.
- Personal or employer financial support to fund any travel or other expenses not covered by NAI. (Note: NAI Region 4 covers flight and lodging costs to national board meetings. NAI Region 4 also covers mileage costs for personal vehicles if necessary to regional board meetings. NAI Region/Section Directors receive a discounted registration rate to the NIW, which is not paid by Region 4. Lodging and other expenses during the entire national workshop are not paid by NAI Region 4.)
- Supervisory experience and ability to guide all officers and committee chairs in their duties.
- Has a working knowledge of budgetary processes.

Time Commitment: Week: 1-2 hrs/week overall average annually

Other notes: Increases at deadline times for newsletter (December, March, June, September) to 2-4 hours/week. Also increases in the month prior to regional(March-April) and national(late October-early November) workshops and regional(December-early January) and national board meetings(June and early November) to 2-4 hours week.

Deputy Director

- Completed a minimum of one term as active chair of any NAI Region 4 committee
- Served on one Regional Workshop Planning Committee workshop chair/cochair, OR as chair of one subcommittee (le registration, mobile workshops, program, etc.).
- Attended and participated in four entire Regional Workshops within the last six years.
- Recommended: Attended two entire National (or International) Workshops within the last five years.
- Able (time) and willing to attend all NAI Region 4 Board and Business Meetings.
- Personal or employer financial support to fund any travel or other expenses not covered by NAI.
- Has working knowledge of budgets and is able to create them for the regional workshops.
- Ability to work with Microsoft WORD software in updating of the regional procedures manual.
- Has an interest in becoming Director in due time.

Time commitment: Week: 1-2 hrs/week overall average annually. Increases in the month prior to regional board meetings(Dec.-early Jan) and business meetings at regional (March-

April) and national workshops (Late Oct.-Nov.) 2-4 hours/week Some increase during RIW planning budget and program in fall 2 -3 hours/week. *Should attend at least one RIW committee planning meeting.*

Secretary

- Able (time) and willing to attend all NAI Region 4 Board and Business Meetings.
- Personal or employer financial support to fund any travel or other expenses not covered by NAI.
- Has and is able to use e-mail, internet, and a current suite of relevant computer software with special deftness with word processing software. (Word, Excel).
- Able to listen, take notes, and write concise minutes in an accepted style.
- Able to fulfill the duties of the office with minimal supervision
- Able to write clearly, correctly, and concisely.
- Able to fulfill the duties of the office with minimal supervision.

Time Commitment: January - Board meeting - depends on driving time, plus pre-meeting, board meeting, post meeting. Write up minutes, send to Chair for review, and revise for all meetings - 3 hours updating committees 1-2 hours

Regional Workshop-Take minutes, write, revise -1-2 hours Approval of Board minutes, make any changes to previous minutes -1 hour Update chronology of motions and motions by topic - 1-2 hours

InterpNews: 4 times annually, solicit information, remind everyone, collate submission into usable form, send to Paul Caputo -3 hours each time

Conference calls: Take notes, write minutes, approval of previous minutes, update motions, etc. 3-4 hours each NIW business meeting. Take notes, write minutes, approval of previous minutes, update motions, etc. 3-4 hours

December: Gather Committee Reports for year and Action plans for next year, Combine reports, standardize formats, fonts. etc. and send to Board. 3-4 hours.

On-going: Changes to committees, Board communications, e-mails, discussions over policies, etc. 1 hour/ month

Treasurer

- Able (time) and willing to attend all NAI Region 4 Board and Business Meetings.
- Personal or employer financial support to fund any travel or other expenses not covered by NAI.
- Has and is able to use e-mail, internet, and a current suite of relevant computer software with advanced capability in spreadsheet software.
- Familiar with budget planning and basic accounting principles, and able to create and interpret the particular kind of budget used by Region 4 and the National Office.
- Can demonstrate past history of effective budget/financial management and willing/able to be bonded.
- Able to fulfill the duties of the office with minimal supervision.

Time commitment:

Late Winter/Early spring(pre- RIW) 4-6 hours/wk

Pre January board meeting 8-10 hours (preparing budget)

Other times of the year 1-2 hrs per wk

Duties: Write short article for 4 issues of Fourthought

Prepare budget report for RIW And NIW meetings

Process payments and deposits

RIW auction- Money (making change) , deposits, payments At Auction

Region 4 Partnership and Advertising Committee

Dissolved 1/18/2008

Region 4 Scholarships and Grants Committee

Purpose

To advertise, promote and award scholarships to college students pursuing careers in interpretation and related fields. To advertise, promote and award grants to Region 4 members to attend regional and national workshops.

Supervision

The Scholarships and Grants Committee works under the direction of the Director, Deputy Director, Secretary and Treasurer of Region 4.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members and chair serve for no more than three years.

Scholarships and Grants Committee members are not eligible to apply for grants or scholarships.

Chair Job Description/Responsibilities

- Coordinate and follow a strict time schedule to meet all deadlines, in accordance with the NAI Region 4 Scholarships and Grants Guidelines (see below.)
- Accept all completed application forms for academic scholarships, regional and national workshop grants and certification grants, then copy and distribute these to committee members for review and voting.
- Compile votes from committee members, who may call, fax or e-mail their recommendations for scholarship and grant recipients.
- Coordinate the scholarship auction, held each year at the Regional Workshop.
- Assist and/or coordinate other fund raising activities related to scholarships or grants.
- Submit a written report of committee operations, a budget of proposed needs and an action plan for the upcoming year to the Regional Director, as requested.
- Attend Regional Board Meetings as a nonvoting member.

NAI Region 4 Scholarships and Grants Guidelines

Scholarships and Grants Fund

- The NAI Region 4 Interpretive Scholarships Fund shall be established through the Region 4 Treasurer. The fund shall be kept in an account separate from the Region 4 general treasury fund.

Purpose of the Scholarships and Grants Fund

- The purpose of the NAI Scholarships Fund is to hold fund collected for the purpose of providing scholarships to college students pursuing careers in interpretation, grants to Region 4 members to attend national workshops and grants for NAI certification. The

primary source of scholarship funds will be proceeds from the auction held at each regional workshop.

- Grant funds are derived from the pledges received for the annual bird-a-thon and other designated regional projects.

Administration of the Fund

- The NAI Region 4 Scholarships and Grants Fund shall be administered by the Scholarships and Grants Committee composed of NAI members living within the Region. The Regional Director shall appoint one of these individuals as Chairperson for the committee.
- The Scholarships and Grants Committee shall make disbursements according to the guidelines contained within this document. The number and amount of grants and scholarships awarded each year will be determined by the amount of money available in the Scholarship and Grants Fund and by the Regional Board.
- The scholarships shall be awarded at the annual Regional Workshop to college students who aspire to a career in interpretation. Although it is encouraged, it is not necessary for applicants to be members of NAI.
- The Chairperson of the Scholarships and Grants Committee is responsible for making all announcements, distributing application forms and assembling candidates. The Committee Chair will ensure that the recipients have been selected, notified and a certificate completed before each annual Regional Workshop. (See timeline/checklist below!)

Student Eligibility for Scholarships

- Scholarships will be awarded only if candidates meet scholarship qualifications. For a student to be eligible for a scholarship, she/he must:
 - Be enrolled as a full time or part time student in an accredited institution of higher learning in a degree program. Applications will be considered in the following priority.
 - a) Students residing within Region 4 and attending a school within Region 4.
 - b) Students residing within Region 4, but attending a school outside Region 4.
 - c) Students residing outside of Region 4, but attending a school within Region 4.
 - Be an Undergraduate or Graduate at the time the scholarship is used (sophomores may apply, but must use the award during their junior year.)
 - Be eligible to use the award in a succeeding academic term. The money may be applied to tuition, books, room and board, internships, etc.
 - Have an undergraduate accumulative grade point of at least 3.0 on a 4 point scale. Graduate student must have at least a 3.3 average on a 4 point scale.
 - Submit the approved application forms and provide all necessary information to the Scholarships and Grants Committee Chair by the appointed deadline.
 - Provide an academic reference.
 - Show sincere interest in interpretation by providing evidence of professional work or other significant contributions to the field of interpretation, which may include volunteer experience.
 - If possible, attend the Region 4 Workshop to receive the award. Those in attendance will be asked to assist with the scholarship auction.
 - Submit a report to the Scholarships and Grants Committee indicating how the award was used.
- **Note:** Financial need will not be the primary determining factor for receipt of an award. A student that has received a scholarship in the past will not be considered for a

second scholarship unless there is only one or two applicants in a given year. If there are more than two applicants, preference will be given to those who have not received a scholarship in previous years.

Grants

- The Scholarships and Grants Committee will award grants to attend the National Interpreters' Workshop funded through Region 4 Scholarship Fund and the amount will be determined annually based on income to Region 4 members in good standing.. Grant recipients are asked to lend a hand staffing the Region 4 booth during the Workshop.
- Three grants to attend a Regional Workshop cover all expenses - room, board, registration (including special events and mobile workshops). Money to cover these grants is budgeted into the cost of presenting the workshop. Grant recipients are expected to assist the Regional Workshop Committee during the workshop.
- Grants will be awarded for NAI Certification. The amount will be determined each year, depending on funds available. The maximum amount of a grant is the current cost of a certification packet.

Procedure for Selecting Scholarship and Grant Recipients

- Chair receives applications and makes sure applicants fulfill requirements (member of NAI or appropriate year in school).
- Chair copies applications are copied and mailed to committee.
- Committee members rank applicants. A one is given to the applicant each thinks is most deserving. The highest number (which equals the number of applications) goes to the applicant each thinks is least deserving.
- The committee members notify chair of their rankings.
- Chair totals the rankings and the applicant with the lowest number of points is the recipient. There may be up to three recipients depending on the number of grants or scholarships given.

General Comments

The NAI logo must appear on all forms/flyers.

Annual Timeline/Checklist • Scholarships & Grants Committee and Chair

January

- Participate in Regional Board Meeting. Present report, proposed budget and plan of action. Provide copy to Regional Secretary.
- Submit any corrections to Procedures Manual by 2 weeks after regional board meeting.
- Send copies of all information from scholarship applicants to Scholarships and Grants Committee members for consideration and voting.

February

- Notify scholarship winners so that they can make plans to attend Regional Workshop if possible. If they plan to attend, ask them to help with the auction.
- Obtain their social security number and address for mailing check.
- Forward information to Treasurer
- Confirm information in writing.
- Notify applicants that did not receive scholarships by letter.

Mid-February*

- Send copies of all information from Regional Workshop grant applicants to Scholarships and Grants Committee members for consideration and voting.

Late February

- Notify winners so they can make arrangements to attend the Regional Workshop. Inform winners they will be asked to assist during the Regional Workshop.
- Forward their names to the Regional Workshop committee.
- Confirm information in writing.
- Notify applicants by letter who did not receive grants.

March

- Submit information to *FourThought* and Region 4 Webmaster about National Interpreters' Workshop grant applications. Clarify application deadline.
- Submit article to *FourThought* and Region 4 Webmaster about winners of Regional Workshop Grants and Academic Scholarships by March 10 deadline if possible.

At Regional Workshop

- Present scholarships at awards ceremony. Each winner receives a certificate.
- Introduce regional workshop grant recipients
- Provide Regional Director with winners' names, addresses and social security numbers
- Conduct auction (see attached procedures/timeline).

Summer*

- Submit article to *FourThought* and Region 4 Webmaster about winners of Regional Workshop Grants and Academic Scholarships by June 10 if time schedule didn't permit this for the March 10 *FourThought* deadline.
- Send copies of all information from National Interpreters' Workshop grant applicants to Scholarships and Grants Committee members for consideration and voting.

Later in Summer*

- Notify winners so they can make arrangements to attend the National Interpreters' Workshop. Inform winners they will be asked to help staff the Region 4 booth during the workshop.
- Obtain their social security number and address for mailing check.
- Forward information to Treasurer.
- Confirm information in writing.
- Notify applicants who did not receive grants by letter.

September

- Send information to *FourThought* and Region 4 Webmaster about Scholarship and Regional Workshop grant applications by September 10. Clarify application deadlines.
- Send information to school contacts. Include the following: cover letter, poster, application forms (which include guidelines)
- Submit proposed budget for upcoming year to regional treasurer.

October

- In cooperation with Regional Director, select replacements for committee members whose terms have expired.

November

- Submit annual report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.

December

- Resubmit information to *FourThought* and Region 4 Webmaster about Regional Workshop grant applications by December 10.
- Provide article for *FourThought* and Region 4 Webmaster on National Scholarship Grant recipients if not done in fall issue.
- Send letters of welcome to new committee members.

*Exact time frame may vary depending on when Regional or National Workshop Committees set registration deadlines.

**Sample Forms/Records/Applications Associated with Position
(Samples Available with Hard Copy of Procedures)**

- Δ Academic Scholarship Application
- Δ Letter and Poster advertising Region 4 Scholarships and Grants
- Δ NAI National Workshop Grant Application
- Δ Region 4 Workshop Grant Application
- Δ Sample Annual Report/Action Plan

Auction Timeline/Checklist

Scholarships and Grants Committee

October Prior to Workshop: Contact Workshop Committee

- Request room storage for auction items.
- Request table needs for auction.
- Request cardboard boxes for auction check-in.
- Request equipment for auction check-in, such as pens, markers, staplers, tape, etc.

Prior to Workshop: Planning

- Check with treasurer prior to auction to see how many people he/she will need to assist. Provide her/him with Scholarships & Grants recipient or other volunteers (students are often eager to help)
- Contact auctioneers and Scholarships & Grants Committee members to remind them of needed assistance.

Day of Registration at Site - Auction Check In/Storage

- A designated Scholarships & Grants Committee member should arrive prior to registration and set the station up. This can be a self-serve process, but a scholarship or grant recipient can be used if necessary.
- Set table up with auction check-in slips, pens, pencils, staplers, and transparent tape.
- Place “Auction Item” signs in appropriate place where people see them.
- Have boxes available for donors to place items in box for transportation to storage site.
- Designated member of Scholarships & Grants Committee meets with the Regional Workshop staff to be shown the location of the storage facility
- Gather up the Scholarships & Grants recipients and transport all auction items to storage location.
- Leave auction check-in open through lunch of auction day. Check daily to store items.
- Clean up auction check-in prior to auction.

Evening of Auction - Auction Set-up

- Have tables set up prior to dinner or directly after, depending on convenience.
- Provide one table for the treasurer. The treasurer will have the cash box, bid cards, penny auction tickets, etc.
- Directly after dinner assemble Scholarships & Grants Committee and Scholarships & Grants recipients to transport items from storage to auction site.
- Set up each auction according to individual format - see below.
- Prior to evening of auction, meet with auctioneers. Make announcements at previous breakfast if you need additional assistance. (Past auctioneers include Fred Wooley, Jim Eagleman, Bob Dispenza, Dan Farmer, Pete Stobie, Kip Miller, John Schaust, Foster Browy, Cathy Meyer, Dan Best, Scott Beam, Diantha Martin.)

Auction - How it Works

General Auction

- Set up about 4 tables to display auction items; more if needed.
- Meet with auctioneers prior to auction.
- Make sure microphone is working and review microphone operating instructions with auctioneers; especially if they are new.
- Instruct the auctioneers to keep the pace moving. The object is to sell the item, if you can raise the price in an entertaining and timely fashion-go for it. However if you drag on, the audience loses interest fast and enthusiasm from the wallet diminishes!
- Open the auction on time and do not exceed 1 1/2 hours in length.
- Announce purpose of the Scholarships & Grants auction; recognize recipients.
- Use Scholarships & Grants recipients to showcase items/help treasurer record sales.

- All items are brought to the treasurer's table and picked up by bidders there unless recorded first. (See treasurer prior to auction.)
- Scholarships & Grants recipients and auctioneers should be on deck ready to jump in with the next item immediately following the closure of the previous bid.
- Periodically provide an update on the balance raised (depends on how busy the treasurer is!)
- Somebody will pass around cash jar to be filled and bid on at the end of the evening. Have auctioneers make frequent market pitches to fill this up to help the Scholarships & Grants fund.
- When all items are gone, auction off the cash jar.
- Direct all buyers to the treasurer's table to pay up.
- Close the auction and thank everyone for their generosity and participation.

Open Auction

- Depending on the number of items, this auction can be optional and you can use 1 or 2 tables.
- Place open auction signs on wall behind tables.
- Place auction items with individual open auction bid sheets on table.
- This auction can be done prior to this evening at registration or during the conference up to the general auction. This will keep the time of the general auction down.
- Winners should be announced on a timely basis.

Silent Auction

- Silent Auctions should be conducted both during the workshop (at least one day) and during the actual evening auction. The auctions held during the daytime/workshop should be publicized at meals and other announcement times. A table can be set up in the registration area, dining area or some other gathering space. Be sure to indicate clearly when these daily auctions close.
- Place signs on (1-2) tables or on the wall behind the tables.
- Place items by envelope with item description on it on table. have pencils and papers provided for people to make bids.
- Open and close bids as well as announce winners on a timely basis throughout the auction.

Penny Auction

- Set up 1-2 tables as needed.
- Place penny auction signs on the walls.
- Place "here's how it works" signs on tables.
- Place "Buy penny auction tickets here signs above NAI Region 4 Treasurer.
- Match number of containers for tickets to number of items to be bid on respectively.

Treasurer Auction Duties

- Collect all money from buyers, whether at the workshop or after if purchaser "charged" items. Treasurer will be responsible for invoicing unpaid accounts, and conferring with Regional Director if items remain unpaid.
- Provide receipts for all purchases made, if purchaser so wishes.
- Provide a means for credit card purchases, to be filed with NAI National bookkeeper.
- Provide safe deposit and transfer of all auction money to NAI National bookkeeper within a timely manner after completion of workshop.
- Track and depositing all auction money into scholarship fund.
- Provide a grand total of auction money earned to the Regional Director, Deputy Director, and *FourThought* Editor .

Strategic Planning Champion

Purpose

To provide regular oversight of NAI Region 4's strategic plan.

Supervision

The strategic planning champion is directed by the Region 4 Director and other members of the Executive Board.

Committee Size and Terms

The committee consists of one individual, generally the past NAI Region 4 Director who serves until the end of the current director's term.

Champion Job Description

- Attend and participate in strategic planning workshop in even years during term
- Provide regular oversight and follow-up on progress on strategic planning objectives.
- Provide a report at Region 4 regional/national workshop business meetings on strategic plan progress.
- Provide an annual update on the strategic plan to the regional director.
- Encourage strategic plan leaders to provide publicity related to their strategies in FourThought and on the website.

Committee Size

At least one member; can add assistants if appropriate.

Timeline/Checklist for Strategic Planning Champion

January

- Attend Regional Board Meeting as a nonvoting member.
- Provide a report at the Regional Executive Board Meeting on strategic plan progress.

March-April

- Attend Regional Workshop and provide report at Regional Board Meeting on strategic plan progress.
- In even years, ensure the the Regional Director is working to set up the regional strategic planning session in August/September
- Provide any strategic planning updates to FourThought by March 10.

June

- Provide any strategic planning updates to FourThought by June 10.

September

- In even years, attend regional strategic planning session; assist as needed.
- Review strategic plan for budget implications and ensure that items requiring funding are submitted for the upcoming year's budget.
- Provide any strategic planning updates to FourThought by September 10.

November

- Submit annual report and plan of action for coming year to regional secretary.

December

- Provide any strategic planning updates to FourThought by December 10.

Region 4 Student Involvement Committee

Purpose

To increase the involvement of students in NAI national and regional activities, and to provide students with services unique to their professional needs. Ultimately, preparing students to be stronger members of the interpretive profession.

Supervision

The committee works under the supervision of the Region 4 Board of Directors; Director, Deputy Director, Treasurer, Secretary, and Past Director.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan, and Indiana if possible. Members and chair serve for no more than three years consecutively.

Committee Job Description/Responsibilities

- Provide support to Region 4 Student Chapters.
- Develop and implement student-oriented activities at the Spring workshop.
- Develop and implement non-workshop networking and training opportunities for students.
- Increase professionals' awareness of students and student-related activities.

Timeline/Checklist for Student Involvement Committee and Chair

January

- Participate in Regional Board Meeting.
- Submit corrections/changes to Procedures manual within 2 weeks after the regional board meeting.

March

- Submit information to *FourThought* regarding committee activities by March 10.

June

- Submit information to *FourThought* regarding committee activities by June 10.

September

- Submit information to *FourThought* regarding committee activities by Sept. 10.
- Submit proposed budget for upcoming year to regional treasurer.

October

- In cooperation with Regional Director, select replacements for committee members whose terms have expired.

November

- Submit present year report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.

December

- Submit information to *FourThought* regarding committee activities by Dec. 10.

Training and Member Services Committee

Purpose

To provide and facilitate training opportunities to regional members.

Supervision

The Committee is directed by the Region 4 Director and other members of the Executive Board.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members and chair serve for no more than three years.

Committee Job Description/Responsibilities (including Chair)

- Serve as volunteers to develop and plan one and two-day workshops for Region 4 Members.
- Determining member training needs through member surveys, evaluation forms or other means.
- Prepare an annual budget for these workshops.
- Plan 5 to 6 one and two-day training workshops annually, including scheduling speakers and sites, handling budget and finances, managing registration, overseeing site set up, etc.
- Evaluate the success of each workshop.
- Chair attends Regional Board Meetings as a nonvoting member.

Committee Size

At least three members; preferably at least one each from Michigan, Ohio and Indiana.

General Guidelines

- Workshops should be approved by the Director
- Presenters may be from the membership or outside.
- Monies are available for covering presenter expenses.
- Planning for workshops includes setting up speakers, reserving meeting facilities, promotion in *FourThought*/elsewhere, submitting a registration form to *FourThought*, coordinating logistics with speaker, and representing NAI at the training.
- Training opportunities for members may be subsidized by the treasury as approved in the yearly budget.
- All training opportunities should be evaluated for their effectiveness. Participants should have the opportunity for input. Suggestions for future training should be included.
- Training opportunities should be offered at various sites around the region.
- A minimum of two workshops are offered per year.

***Cancellation Policy:** Cancellations made **before** the registration deadline are eligible for a refund

Timeline/Checklist for Training Committee Chair

General

January

- Attend Regional Board Meeting as a nonvoting member.

- Submit corrections/changes to Procedures Manual within 2 weeks of Regional Board Meeting.

March

- Submit any registration forms for upcoming workshops to the *FourThought* Editor and Region 4 Webmaster by March 10.
- Submit an article/short report by March 10 on any workshops held in the previous quarter to *FourThought* and Region 4 Webmaster

April

- Present a report and publicize upcoming workshops at the Regional Board meeting during the Region 4 Spring Workshop. (Or arrange for someone on committee to present report.) Provide a copy of report to Regional Secretary.

June

- Submit any registration forms for upcoming workshops to the *FourThought* Editor and Region 4 Webmaster by June 10.
- Submit an article/short report by June 10 on any workshops held in the previous quarter to *FourThought* and Region 4 Webmaster

September

- Submit any registration forms for upcoming workshops to the *FourThought* Editor and Region 4 Webmaster by September 10.
- Submit an article/short report by September 10 on any workshops held in the previous quarter to *FourThought* and Region 4 Webmaster
- Submit proposed budget for upcoming year to regional treasurer.

October-November

- Present a report and publicize upcoming workshops at the Regional Board meeting during the National Interpreters Workshop. (Or arrange for someone on committee to present report.) Provide a copy of report. to Regional Secretary.
- In cooperation with Regional Director, select any replacements needed for committee members whose terms are expiring.
- Work with committee to select one or two-day workshop topics for upcoming year.
- Submit annual report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.

December

- Submit any registration forms for upcoming workshops to the *FourThought* Editor and Region 4 Webmaster by December 10.
- Submit an article/short report by December 10 on any workshops held in the previous quarter to *FourThought* and Region 4 Webmaster

Planning a One-Day Workshop

6-8 months prior to workshop

- Establish topic and objectives for workshop, based on previous surveys of workshop participants and general membership. What should participants expect to discover and learn at this particular workshop?
- Contact potential site regarding workshop. Discuss room capacity, access to resources (inside and outside!), time frames, ease of reaching location, potential speakers on topic who are in the area, etc.
- Contact speakers for workshop and determine agenda.
- Arrange with committee members or local leadership who will cover which details of the workshop (food, handling registration, introductions, logistics, thank yous, etc.)
- Determine registration fees, based on anticipated expenses and budget. Be sure to review insurance section in the Regional Guidelines Section of this manual (page 6).

We recommend that the non-member fee must cover at least the cost of a 6-month associate membership. (This is not income but is processed through the Treasurer and paid to NAI National Office for membership dues.) No membership fees are required for speakers.

3-6 months prior to workshop (depending on *FourThought* deadlines)

- Prepare publicity and registration flier for workshop for *FourThought*. Must include:
 - The NAI logo
 - The policy statement that *agency memberships allow an agency to send 2 employees to the mini-workshop at the membership rate. Additional employees attending must pay the non-member rate.*
- Refund Policy: Refund requests must be made in writing. Any refunds granted will be made following the completion of the workshop. There is a 20% service charge for refunds requested on or before (date approximately 2 weeks prior to workshop date) and a 50% service charge for requests made between (the day after the date listed above) & (date about 5 days prior to workshop). Absolutely no refunds for requests made on or after (date about 4 days prior to workshop).

Deadlines to submit fliers are March 10 (distributed on/about April 10), June 10 (distributed on/about July 10), September 10 (distributed on/about October 10) and December 10 (distributed on/about January 10).

1 month prior to workshop

- Contact speakers to reconfirm and check on any needs
- Contact site to reconfirm details

At workshop

- Publicize NAI; have on hand membership fliers, copies of newsletters, etc.
- Conduct an evaluation of the workshop; include opportunities for comment on other topics participants might like for future workshops
- Arrange for someone to photograph workshop

After workshop

- Send photos and written report to *FourThought* as publicity for future workshops.
- Send thank yous to appropriate people (speakers, site)
- Compile evaluations and provide to speakers, Region 4 Director, etc.
- A written expense statement, along with registration forms and money, must be sent to the Regional Treasurer along with a notation of non-members that need membership dues to be paid.
- Inform membership chair of new memberships that were sent to the Regional Treasurer.

Sample Forms/Records/Applications Associated with Position

(Samples Available with Hard Copy of Procedures)

- △ Sample Registration Form for One-Day Workshop
- △ Sample receipt form for registration
- △ Sample Evaluation Form
- △ Sample Annual Report/Plan of Action

Region 4 Ways and Means Committee

Purpose

To act as a support committee for fundraising activities that provide financial resources for Region 4 and its membership projects.

Supervision

The Ways and Means Committee is directed by the Executive Board of Region 4.

Committee Size and Terms

Minimum of three members; at least one each from Ohio, Michigan and Indiana if possible. Members and chairs serve for no more than three years.

Committee Operations/Job Duties

- Meet at least once a year, generally at the Regional Workshop. Other correspondence can be done by telephone, fax, mail or e-mail.
- Assist other committees and officers as needed on projects. This includes:
- Soliciting pledges for the Bird-a-thon, which benefits the Scholarships & Grants fund.
- Assisting the Region 4 Treasurer at the Regional Workshop auction.
These funds also benefit the Scholarship & Grants fund.
- Coordinate money making projects/ideas to support Region 4 activities.
- Set up the Region 4 booth at both regional and national workshops. This includes soliciting volunteers to staff the booth at integral times during the workshops, including exhibit hall socials or other functions where sales of fundraising items can produce income for Region 4.

Chair Job Duties/Responsibilities

- Attend Regional Board Meetings as a nonvoting member.
- Attend Regional business meetings.
- House all sales items, including but not limited to Interpretive Booklets, History DVD's, patches, and binocular/camera straps. These items may change as new items are sold.
- Maintain the supply of all sales items and reorder as necessary.
- Maintain supply of Interpretive Booklets. This includes:
 - Reprint Interpretive Booklets for sale as needed. (Originals remain with Ways and Means Chair.)
 - Make sure that booklet reprints have a list of other booklets available and our website listed.
- Send invoices for items sold if requested and maintain proper records of all transactions. (See sample attached.) This information is forwarded to the Region 4 Treasurer on a regular basis.
- Accept credit card payments for items sold and send receipts for orders paid, using a receipt book ordered from the treasurer or produced by computer. (See attached).
- Track sales of all items and report sales on an annual basis to the Regional Executive Board.

- Seek out and review with Ways & Means Committee new items that Region 4 might sell. Criteria should include items that are usable by any NAI member, not just NAI Region 4 members (since sales take place at national workshops.)
- Determine time periods for sales. (For example, South Bend Chocolates were sold once and not restocked, which is not to say that they can't be-up to the committee to decide.)
- Maintain and manage use of the Region 4 Exhibit. This includes:
 - House the Regional Exhibit. This exhibit, redesigned in 1998 by Evie Kirkwood and Maria Daly, includes a large gray tote box containing materials and set-up instructions, and a long, black exhibit box.
 - Ensure that Regional Exhibit is taken/shipped to all regional and national workshops, set up and manned at appropriate times at those workshops. This includes completing applications and arranging space as required by the Regional or National Workshop Planning Committee.
 - If unable to attend, see that another committee member takes responsibility for setting up the exhibit and selling items.
 - Secure cash box/starting bank funds from the Regional Treasurer before or at the workshop. A log of items sold must be kept.
 - Ensure that the Regional Exhibit is available and shipped/delivered if requested for Region 4 miniworkshops, training workshops or conferences sponsored by other agencies, etc.
- Submit a written report of committee operations for the Regional Director.
- Submit a budget of proposed committee activities and a plan of action for the upcoming year. Provide copy to Regional Secretary.

Annual Timeline/Checklist • Ways & Means Committee and Chair

January

- Attend Regional Board Meeting and present report for past year.
- Submit to the board, for approval, new ideas for fundraisers/sale items.
- Check supplies of sales items, including Interpretive Booklets, for upcoming Regional Workshop. Be sure to check for the correct address and price information before reprinting any booklets. Reorder sales items or order new ones.
- Submit corrections/changes to Procedures Manual within 2 weeks of Regional Board Meeting.

February

- Update Interpretive Booklet order form to include newest topic, issued with the winter *FourThought*.
- Contact state agencies and others who hire seasonal interpretive staff regarding the availability of Interpretive Booklets as training aids.
- Ensure that a chair is available for Bird-a-thon.

March

- Arrange for shipping/transport of Region 4 Exhibit to the Regional Workshop.
- Arrange for staffing of the Region 4 Exhibit at the Regional Workshop.
- Arrange for starting funds through Region 4 Treasurer for use at exhibit at Region 4 Workshop.
- Provide reminders of sales items and Interpretive Booklets available to *FourThought* Editor by March 10 for inclusion in the Spring newsletter.

- Provide reminders of sales items and Interpretive Booklets available to Secretary for inclusion in *InterpNews*.
- Provide reminders of sales items and Interpretive Booklets available to WebMaster for inclusion on website.

April

- Set up Region 4 Exhibit at Regional Workshop.
- Coordinate sales of items at Regional Workshop. Prepare a log and keep an accurate record of quantities of each item sold.
- Coordinate Ways & Means committee members' participation in auction.
- Work with Bird-a-thon chair to coordinate pledges during workshop.
- Hold a Ways & Means Committee meeting at the workshop if possible.
- Take down and clean up Region 4 Exhibit.
- Coordinate any repairs needed to Region 4 Exhibit.
- Watch for and complete any applications for exhibit space at the National Interpreters' Workshop. Visit NAI website to secure exhibit space.

May

June

- Provide reminders of sales items and Interpretive Booklets available to *FourThought* Editor and Region 4 Webmaster by June 10 for inclusion in the Summer newsletter.
- Provide reminders of sales items and Interpretive Booklets available to Secretary for inclusion in *InterpNews*.
- Ensure that Bird-a-thon Chair provides an update on the event for *FourThought* by June 10.
- Ensure that pledge reminder postcards are sent out for those who pledged for Bird-a-thon. (Work with bird-a-thon chair and Region 4 Treasurer on this.)

August

- Check supplies of all sales items, including Interpretive Booklets, to ensure an adequate supply for the National Interpreters' Workshop.
- Update Interpretive Booklet order form if needed.

September

- Provide reminders of sales items and Interpretive Booklets available to *FourThought* Editor and Region 4 Webmaster by September 10 for inclusion in the Fall newsletter.
- Provide reminders of sales items and Interpretive Booklets available to Secretary for inclusion in *InterpNews*.
- Coordinate preparation for shipping and staffing of the Region 4 Exhibit and sales items to the National Interpreters' Workshop.
- Submit proposed budget for upcoming year to regional treasurer.

October-November

- Evaluate existing sales items and discuss possibilities for new items with committee. Prepare recommendations for the Regional Board Meeting in January.
- In cooperation with Regional Director, select replacements for committee members whose terms may have expired.
- Submit annual report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.

December

- Provide reminders of sales items and Interpretive Booklets available to *FourThought* Editor and Region 4 Webmaster by December 10 for inclusion in the Winter newsletter.

- Provide reminders of sales items and Interpretive Booklets available to Secretary for inclusion in *InterpNews*.

**Forms/Records/Applications Associated with Position
(Samples Available with Hard Copy of Procedures)**

- Δ Sample Interpretive Booklet Order Form
- Δ Sample Interpretive Booklet Front Page
- Δ Sample Invoice for Payment for Booklets
- Δ Sample Receipt Form
- Δ Sample Annual Report/Plan of Action

Region 4 Webmaster

Purpose

To maintain a presence for Region 4 on the NAI Website.

Supervision

The Regional Webmaster is directed by the Region 4 Secretary

Committee Size/Terms

One individual should hold this position to ensure accurate and consistent posting of information. There are no term limits. The Regional Webmaster is appointed by the Regional Director and serves until a new Webmaster is appointed

Job Duties/Responsibilities

- Post to and solve problems with the server. Keep Regional Treasurer informed of expenses and revenues.
- Maintain Region 4 Website keeping its contents up to date.
- Respond as needed to requests sent to the Webmaster.
- Maintain links to member agencies, organizations and universities.
- Work with the Director to provide timely and useful information to the Membership.
- Work with Regional Treasurer and Publications Chair to post advertising and links to Region 4 interpretive businesses.
- Work with Ways and Means Committee Chair to post Region 4 items
- Work cooperatively with the Publications Committee to duplicate information where necessary and optimize the capability of the website.
- Post Spring Regional Workshop information as provided by Workshop Chairs and Deputy Director.
- Post information on mini-workshops as provided by the Training and Member Services Chair.
- Post nomination procedures and announcements of award recipients as provided by the Awards Committee Chair
- Post application procedures and announce scholarship and grants recipients as provided by the Scholarship and Grants Committee.
- Post applications procedures and announce project grant recipients as provided by the Interpretive Project Grants Committee Chair.
- Post information provided by the Membership Committee Chair.
- Post current minutes, officer and committee chair mailing list, and action plan as provided by the Regional Secretary .
- Provide pertinent information to the Publications Committee Chair for *FourThought* and the Regional Secretary for Region 4 reports to *InterpNews*.

Annual Timeline/Checklist • Webmaster

January

- Attend January Regional Board Meeting.
- Submit corrections/changes to Procedures Manual within 2 weeks of Regional Board Meeting.
- Add January/February board meeting minutes and action plan for the year as provided by Regional Secretary.
- Update mailing list of officers/committee chairs as provided by Regional Secretary.

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Board minutes
 - Mailing lists of officers and Committee Chairs
 - Action Plan
 - Mini-workshops planned
 - Spring Workshop
 - Budget
 - New sales items
 - List of committee members
 - Interpretive Project Grant recipients
 - Announce new Interpretive Insert
- Send any pertinent items to Regional Secretary for inclusion in Winter *InterpNews* by 20 January or earlier if the National Office changes the deadline.

February

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Mini-workshops
 - Spring Workshop
 - Awards, Grants and Scholarship nomination or application forms
 - New sales items

March

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Mini-workshops
 - Spring Workshop
 - New sales items
 - National Workshop Grant applications
 - Bird-a-thon pledging
 - Regional Election Nomination notice (alternate years)
- Send any pertinent items to the Editor of the *FourThought* by 10 March for inclusion in the Spring *FourThought*

April

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to Update:
 - Business meeting minutes
 - Mailing list of officers and committee chairs
 - List of committee members
 - Award Recipients
 - Scholarship and workshop grant recipients
 - Interpretive project grant application forms
 - New sales items
 - Complementary membership application form
 - Bird-a-thon pledge options
 - Miniworkshop updates
- Post a wrap-up of the current year's Spring Workshop from the Chair.
- Send any pertinent items to Regional Secretary for inclusion in *InterpNews* by 20 April or earlier if the National Office changes the deadline.

May

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Past and Next Year's Spring workshop

June

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Mini-workshops
 - Upcoming Spring Workshop
 - New Interpretive Insert topic reminder
 - Bird-a-thon results/update
 - National Award Nominations reminder
 - Interpretive project grants reminder/application
 - New sales items

July

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Mini-workshops
 - Upcoming Spring Workshop
 - National Workshop Awards and Grants forms
 - Call for presentations for upcoming spring workshop
 - New sales items
- Send any pertinent items to the Editor of the *FourThought* by 10 June for inclusion in the Summer *FourThought*
- Send any pertinent items to Regional Secretary for inclusion in *InterpNews* by 20 July or earlier if the National Office changes the deadline.

August

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Mini-workshops
 - Upcoming Spring Workshop

September

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chair. Possible areas to update:
 - Mini-workshops
 - Upcoming Spring Workshop
 - Reminders about upcoming Interpretive Insert
 - Academic Scholarship forms/reminders (Region 4)
 - Send any pertinent items to the Editor of the *FourThought* by 10 September for inclusion in the Fall *FourThought*
- Submit proposed budget for upcoming year to regional treasurer.

October

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Mini-workshops
 - Upcoming Spring Workshop
 - NAI Region 4 Workshop Grant info/applications
- Send any pertinent items to Regional Secretary for inclusion in *InterpNews* by 20 October or earlier if the National Office changes the deadline.

November

- Submit annual report, plan of action for upcoming year, discussion items and formal motions to regional secretary for upcoming Regional Board Meeting.
- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chair
 - Region 4 Business meeting minutes from NIW
 - Region 4 recipients of national awards
 - Region 4 recipients of national media awards
 - Region 4 recipients of workshop grants or national academic
 - New sales items
 - Mini-workshops
 - Upcoming Spring workshop
 - Interpretive Insert topic/info reminder

December

- Update Website as needed. Check with Officers, Committee Chairs, and Workshop Chairs. Possible areas to update:
 - Regional Awards nomination announcement/forms
 - Mini-workshops
 - Upcoming Spring workshop
 - New sales items
 - National Scholarship Info
- Send any pertinent items to the Editor of *FourThought* by 10 December for inclusion in the Winter *FourThought*
- Prepare and send to the Director an End of the Year Report, and a Budget and Action Plan for the upcoming year

Forms/Records Associated with Position (Samples Available with Hard Copy of Procedures)

Region 4 Workshop Committee

Purpose

To plan, organize, and facilitate the annual spring regional NAI workshop.

Supervision

The workshop committee is supervised directly by the Region 4 Deputy Director, who maintains contact with the Director and Treasurer on related items.

Committee Size and Terms

The committee size is determined by its needs which include: programs, lodging and food services, special activities, mobile workshops, etc. Committee members serve for two years, beginning two summers prior to the workshop and ending the summer following the workshop.

Committee Duties/Responsibilities

See *Guidelines for Organizing an NAI Regional Meeting* (revised 2001). This includes appropriate committees, a timeline, samples of previous workshop materials, etc.