

**SANTA CLARA VALLEY
CHAPTER**

**OF THE
CONSTRUCTION
SPECIFICATIONS
INSTITUTE**

OPERATING GUIDE

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OPERATING GUIDE

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VOLUME 1 - OPERATIONS

VOLUME 1

PART A - PURPOSE OF GUIDE

- A. PURPOSE:** To be used as a guide and tool to assist the Chapter Board and Committee Chairs in planning and conducting affairs of mutual concern to all the members of the Chapter.
- B. HOW TO USE:** The Operation Guide Task Team intended to provide as much information as possible to assist the Chapter officers, chairs and committee members.
1. It is not intended to control how you do your appointed position.
 2. You will find that some committees have been broken up, because that is how it is best working at the moment. Although, that can change as the Chapter develops. They can be combined again, or some others broken up to suit the Chapter Board's needs as the Chapter evolves and grows.
- C. STUDY:** Please study this guide to obtain a full understanding of the Chapter's activities.

END OF PART

VOLUME 1

PART B - THE CHAPTER

A. ENTITY AND COMPOSITION: The Santa Clara Valley Chapter of the Construction Specifications Institute, Inc. (CSI), is a non-profit corporation of the State of California, and was established in 1960 in accordance with Institute's Bylaws and regulations.

B. CODE OF ETHICS:

1. Believing that honesty, integrity, high ideals, and concerns for the welfare of the construction industry are both desirable and necessary; and in a sincere effort to promote the objectives of the Institute, members of CSI, pledge themselves to:
 - a. Establish and maintain high standards of professional conduct.
 - b. Freely interchange information and experience with members of the construction community.
 - c. Maintain confidentiality of privileged information.
 - d. Avoid conflicts of interest.
 - e. Avoid misrepresentation of products and services.
 - f. Promote improvement of construction communications, techniques, and procedures.
 - g. Keep a historical record of the founding of Santa Clara Valley Chapter. Keep Charter safe. Maintain a list of past presidents and award recipients.

C. DEFINITIONS AND ABBREVIATIONS:

1. Board: Board of Directors of the Santa Clara Valley Chapter of CSI.
2. Chapter: Santa Clara Valley Chapter of CSI (SCV/CSI)
3. CSI: Construction Specifications Institute
4. Executive Board: Santa Clara Valley Chapter President, Vice-President, Treasurer and Secretary.
5. Institute: Construction Specifications Institute (CSI)
6. Region: West Region of CSI

7. Unless otherwise noted “Chapter” is implied whenever an officer or committee chair is mentioned. (i.e. Treasurer means “Santa Clara Valley Chapter Treasurer”)

D. RESOURCES:

1. Chapter Bylaws.
2. Chapter Administrative Guide in the CSI Administrative References found on Institute’s website.
3. West Region President and Vice President.
4. West Region Operating Calendar.

E. REFERENCE MATERIALS/TOOLS:

1. Materials/Tools:
 - a. CSI Administrative References found on Institute’s website.
 - b. Chapter President’s Leadership Training Workshop.
 - c. West Region Bylaws.
 - d. West Region Operating Guide.
 - e. Santa Clara Valley Chapter Website: <http://www.csiscv.org>.
 - f. CSI Institute Website: <http://www.csinet.org>.
 - g. West Region Website: <http://www.csiwestregion.org>.
2. Individual Board Members should maintain a personal library consisting of:
 - a. Santa Clara Valley Chapter Bylaws.
 - b. Santa Clara Valley Chapter Operating Guide, latest edition.
 - c. Institute Administrative References.
 - d. Regulations of the Institute’s Annual Meeting (printed in the Specifier magazine prior to the Convention).
 - e. West Region Operations Guide.
 - f. West Region CSI Membership Directory.
3. General:
 - a. Board members are responsible for keeping their reference materials up to date.
 - b. Undated Reference materials should be passed on to newly elected officers.

- c. Chapter President, upon completion of term, shall provide pertinent files to Chapter Historian for future reference in the Chapter Office.

F. GOVERNING BODY AND OPERATIONAL COMPONENTS:

1. Officers: As noted in the Chapter's Bylaws.
2. Region Director:
 - a. The Chapter shall appoint one Region Director to represent the Chapter on the Region Board of Directors. Initially, the Region Director shall be appointed to begin their term of office on 1 July.
 - b. Region Director shall be selected by the Chapter Board, in a method determined by the Chapter's Board. Member serving as a Chapter President may be appointed during their term of office. Region Director serves at the Chapter's discretion, for a maximum of three years.
 - c. Should a Chapter find it necessary to replace the Region Director the replacement shall be for the remainder of the term of office. No Region Director may succeed himself/herself after a full three year term.
 - d. Responsibilities: As noted in Section VII of this Volume.
3. Operational Components:
 - a. Standing Committees: Are principal components of the Chapter as noted in the Bylaws, and are appointed by the President, Nomination Committee, or Vice President to carry out the functions of the Committees. Committees are responsible to the Board of Directors through the Chairman, or Co-Chairman.
 - (1) Membership
 - (2) Technical
 - (3) Education
 - (4) Programs
 - (5) Publications
 - (6) Awards
 - b. Special Committees: Are components of the Chapter as noted in the Bylaws. Committees are responsible to the Board of Directors through the Chairman or Co-Chairmen appointed by the President or Vice President, as needed.
 - (1) Financial Review
 - (2) Bylaws
 - (3) Convention

- (4) Conferences
 - (5) Product Exhibits
 - (6) Hospitality (Operating/House)
 - (7) Public Relations
 - (8) Nominations
- c. Other Committees: Are components of the Chapter and have been developed over the years to meet the success and growth of the Chapter. Committees are responsible to the Board of Directors through the Chairman or Co-Chairmen appointed by the President or Vice President.
- (1) AIA Liaison
 - (2) Certification
 - (3) Website/Web Master
 - (4) Historian
 - (5) Fund Raising
 - (6) Greeter/Raffle
 - (7) Photographer
 - (8) Finance
- d. Ad Hoc (Temporary) Committees and Task Teams: Are operational components of the Chapter, and are appointed by the President or the Board to carry out the short term or temporary functions of the Committees.
- (1) Special Events
 - (2) Strategic Planning
 - (3) Other possibilities
- e. Operating Guide Review Committee: Formed with Board members and committee chair or co-chairs, as well as seasoned members. Review every 3 years.
4. At-Large Members: Are not members of the Chapter.
5. Additional Responsibilities of the Board:
- a. Abide by the rules and regulations of the Institute.
 - b. Amend Bylaws to keep up to date and in agreement with Institute Bylaws. Revisions to Chapter Bylaws must be submitted to the Institute Secretary for approval before Chapter adoption.
 - c. Develop Chapter policy and projects and assist in development of effective Chapter functions.
 - d. Plan for Chapter leadership development.
 - e. Encourage active participation of Chapter membership.

- f. Assist in new Chapter development and solicitation of new members.
- g. Seek out leaders within Chapter and encourage their interest in advancement to leadership in CSI.
- h. Aid Regional Directors by:
 - (1) Keeping them informed of Chapter activities.
 - (2) Assist in coordination of Region conferences.
 - (3) Assist in coordination of product shows, if done.
 - (4) Submit timely reports.
 - (5) Encourage Chapter member to participate in Region activities and committees.

G. TIMING OF MEETINGS

- 1. Chapter Meetings: 1st Thursday of each month; unless moved to a later date in the month; or, unless blacked-out due to special circumstances. Any changes shall be voted on by the Board.
- 2. Board Meetings: Monthly, as noted in the Chapter's Bylaws. Typically held at 5 PM, which is an hour prior to the social hour. Location typically is the same as where the Chapter Meetings are held. When there is no Chapter Meeting the board meeting can be held at any location voted on by the Board of Directors.
- 3. Committee Meetings: At the discretion of the committees and chairpersons of each committee.
- 4. Strategic Planning Meeting: Recommend having a strategic planning meeting each year, but it is at the discretion of the Board of Directors and President. Location at the discretion of the Board.

H. MEETING PROCEDURES:

- 1. Robert's "Rules of Order Newly Revised" shall govern conduct of business at all official Chapter meetings.
- 2. Committee meetings: Any CSI member in good standing may attend any committee meeting and may speak by committee invitation or upon request. Only Santa Clara Valley Chapter committee members may vote.
- 3. Chapter Board Meetings:

- a. Only committee chairs or committee's designated representative can present committee reports to the Board of Directors.
- b. Any Chapter member in good standing may attend any board meeting and may speak when recognized by the President.
- c. Any board member may vote in accordance with the Chapter Bylaws.

I. REPORTS

1. West Region Annual Report.

END OF PART

VOLUME 1

PART C - CHAPTER BOARD

SECTION I PRESIDENT

A. RESOURCES:

1. Chapter By-Laws.
2. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
3. West Region Operating Calendar
4. West Region Annual Report Format.
5. Chapter President Leadership Training Workshop.

B. REFERENCE TOOLS:

1. CSI Administrative References found on Institute's website.
2. Chapter President's Guide found on Institute's website.
3. Chapter President's Leadership Training Workshop
4. West Region Operating Guide

C. TERM: One year minimum; two years maximum.

D. RESPONSIBILITIES:

1. The key person who directs and counsels the Board, Task Teams and Committees and ascertains that Board and Committees are functioning properly.
2. Stimulates the Board to develop new ideas and methods for Chapter growth and improvement.

3. Schedules and finds a facilitator to run the annual Strategic Planning meeting of the Board.
4. Represents the image of this Chapter at local professional and trade association meetings.
5. Presides over Board and Chapter meetings in accordance with Chapter Bylaws.
6. Acts as Chapter host in rendering proper courtesies to speakers and participants at meetings.
7. Represents the Chapter at Institute and Region meetings and maintains close liaison with Region Directors. Attends the Institute's convention and the Region Caucus. Attends the West Region conference.
8. Coordinates Chapter assignments and commitments.
9. Keeps members informed with President's Message in the newsletter and at Chapter meetings.
10. Works with Secretary to determine members that are interested in attending the annual meeting at Institute's Convention. Discuss budget with Treasurer to determine the reimbursement available for each attendee in accordance with the "Allowable Reimbursable Expenses" note in Part C, Section III, of Volume 1.
11. Maintains a president's file for turn-over to incoming President.
12. Acts as spokesperson for Chapter via written and verbal communications.
13. Maintains contact with the Region Director and fills in for same if he/she cannot attend the meeting(s).
14. Sends welcoming letters to new members.
15. Sends condolence letters to spouses of deceased members.
16. Maintains and distributes Chapter letterhead stock.
17. Forms Nominating Committee in December, and calls for nominations from the floor at the December Chapter meeting.

18. The President may elect to keep the Chapter Charter and Harry Hedges Perpetual Plaque with Chapter's official gavel at their office or home. In either case these historic chapter mementos are to be kept in good condition and safe from harm. At the end of each President's term they will pass these mementos and any other documentation to the incoming President.

E. REPORTS:

1. Annual Report to be compiled at the completion of each year of the President's term. This report will then be used as the Annual Report that is required by the West Region Operating Guide and submitted to the West Region Secretary for the West Region Annual Board Meeting.

END OF SECTION

VOLUME 1

PART C - CHAPTER BOARD

**SECTION II
VICE PRESIDENT (PRESIDENT-ELECT)**

A. RESOURCES:

1. Chapter Bylaws
2. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
3. West Region Operating Calendar

B. REFERENCE TOOLS:

1. CSI Administrative Reference found on Institute's website.
2. Chapter President's Leadership Training Workshop
3. West Region Operating Guide

C. TERM: 1 year (unless the President is voted for another term).

D. RESPONSIBILITIES:

1. Assists President whenever requested.
2. Reviews year's activities to build upon.
3. In President's absence assumes duties of President.
4. Strives to attend Institute Convention and Region Conference.
5. Attends Chapter meetings.
6. Utilizes year to fully prepare for presidency.
7. Attends CSI leadership training

8. Selects Committee Chairs in accordance with Bylaws for their term of Presidency for Institute recognized committees by April 30th; and other committees for the July newsletter. Assist the Secretary with filling out the Institute's form due April 30th for the committees need to know. Send the complete list of Committee Chairs to the Secretary and the Editor by the 10th of June.

END OF SECTION

VOLUME 1

PART C - CHAPTER BOARD

SECTION III TREASURER

A. RESOURCES:

1. Chapter Administrative Guide in the CSI Administrative References found on the Institute's website.
2. Chapter Treasurer's Guide found on Institute's website.
3. Chapter's Bylaws.
4. West Region Operating Calendar.

B. DUTIES:

1. The Treasurer shall change the bank signature cards at the beginning of each term. This includes changing the contact name for the credit card, statements, billings, CD and money market accounts, etc.
2. Pays accounts due from invoices, posts to proper account, note check number and date on invoice and maintains invoice file.
3. The Treasurer shall receive and deposit all Chapter funds. Chapter funds shall be maintained in accounts established in a financial institution insured by the Federal Government (banks or savings & loans). The Executive Board shall be the authorized signatories of these accounts.
 - a. Disbursements for reimbursable expenses incurred by Officers must be signed by Officers other than the Officer receiving funds.
4. The Treasurer shall keep an accurate, current accounting of all Chapter income and expenditures. Chapter operations and finances shall be on a fiscal year basis, July 1 through June 30.
5. The Treasurer shall advise the Chapter Officers of the Chapter's financial condition, by preparing and issuing monthly reports. These reports shall

indicate end-of-month and year-to-date status of both receipts and disbursements, as well as how year-to-date status relates to the budget.

6. The Treasurer shall notify the Board of any CD, Money Market or other such accounts pending maturity and shall recommend any changes for the Boards consideration and approval. This in concert with the Finance Committee, if formed by the President.
7. The Treasurer shall prepare and submit for review by of the Board of Directors a financial report of Chapter funds at each monthly Board of Directors meeting to be filed with the Secretary. The Treasurer shall provide one copy of this report to each Officer, Region Director, and Committee Chairpersons present, and have additional copies for distribution to other attendees.
 - a. The Treasurer shall close the books on the June 30 of each year and prepare year end financial statements for distribution to the Board of Directors and Committee Chairpersons not later than first board meeting of August of the same year.
8. The Treasurer in concert with the President and Finance Committee, if formed by President, shall prepare a proposed budget for the forthcoming fiscal year. The proposed budget shall contain sufficient detail to properly allocate income and disbursements.
 - a. Officers, Directors, and Committee Chairs who anticipate incurring expenses directly related to the exercise of their duties as Officers or Directors, Committee activities shall discuss with the Treasure their needs, and if requested prepare and submit a report to the Treasurer.
 - b. Treasurer to communicate with, or solicit the information from, each Officer, Director, and Committee Chair in order to get their input, so that the Treasurer can gather accurate information for the budget.
 - c. Treasurer shall budget the costs associated with the West Region Director attending the West Region Mid-Year Meeting and West Region Annual Meeting. (i.e. Mileage, hotel, and flight. Food is usually covered by the Region)
 - d. If the Chapter has a West Region Committee Chair, then the chapter budget shall include funds to have the West Region Committee Chair attend at least one of the West Region meetings.
 - e. The Treasurer shall distribute one copy of the proposed budget to each Officer, Region Director, and Committee Chairperson at the August Board meeting.

- f. The budget shall be presented for the Board of Directors and approved at the September Board meeting.
 - g. Subsequent modification of the adopted budget may be accomplished only at a Board Meeting. Approval of any modification requires an affirmative of not less than a majority of the entire Board of Directors.
9. The Audit Committee shall prepare an audit of the banking accounts in August or September after the books have been closed by the Treasurer. The Audit Committee shall present a report to the Board of Directors at the next Board meeting following their audit.
10. Submit the State of California Statement of Information (Domestic Stock) online before September 30 in years ending with an odd number. The forms are no longer mailed, but can be submitted online at <https://businessfilings.sos.ca.gov>. The corporation number is C0537058. If the website link is no longer working, check the California Secretary of State website for business forms.
11. See Chapter Administrative Guide (C1) in the CSI Administrative References found on the Institute's website under Incorporation for information regarding the tax filing requirements for the Chapter.
12. Work with President to determine reimbursables available to the members planning to attend the Institute Convention in accordance with guidelines below, funds available, number of members attending and budget.

C. ALLOWABLE REIMBURSABLE EXPENSES

1. Institute Convention: Reimbursements will take place after the event with proof of registration, as well as proof that the member and/or President actually attended the event and have complied with the requirements below.
- a. Members: Reimbursed 100% of their registration fee provided;
 - (1) They attend the West Region Caucus.
 - (2) They attend the Institute Business Meeting.
 - (3) They attend a minimum of three seminars, and submit a written report (paragraph or article) for publication in the newsletter.
 - (4) They attend a minimum of one leadership training seminar, as determined by the Chapter President, and report back to the Board.

- (5) The Chapter has the money to fund 100% in the budget and bank account; otherwise a lesser percentage may need to be distributed to the members as approved by the Board.
 - (6) Requests for reimbursement are to be submitted to the Treasurer within 30 days of attendance to the convention. Including a written article/report, which shall be submitted to the Editor for publishing in the newsletter, with a copy attached to the reimbursement request to the Treasurer as noted above.
- b. Chapter President: Reimbursed for 100% of their registration fee, hotel room, travel expenses, excluding meals, beverages, site seeing, room service and spa services provided;
- (1) They attend the West Region Caucus.
 - (2) They attend the Institute Business Meeting.
 - (3) They are the ambassador for the Chapter at the Convention events.
 - (4) They attend a minimum of three seminars.
 - (5) They submit a written report (paragraph or article), within 30 days of Convention, for publication in the newsletter, or submit their President's message focusing on information about the Convention. Send copy to the Treasurer.
 - (6) They attend a minimum of one leadership training seminar and report back to the Board.
 - (7) They wear their President ribbon on their name badge during the convention.
 - (8) Requests for reimbursement are to be submitted to the Treasurer within 30 days of attendance to the convention.
2. West Region Conference; Reimbursements will take place after the event with proof of registration, as well as proof that the member actually attended the event and has complied with the requirements below.
- a. Board Members: Reimbursed 100% of their registration fee provided;
- (1) They attend a minimum of one seminar and submit a written report (paragraph or article) for publication in the newsletter, or present a verbal report to the Board.
 - (2) They attend a minimum of one leadership training seminar, as determined by the Chapter President, and report back to the Board.
 - (3) They attend the annual business meeting.

- (4) Requests for reimbursement are to be submitted to the Treasurer within 30 days of attendance to the conference. Including a written article/report, which shall be submitted to the Editor for publishing in the newsletter, with a copy attached to the reimbursement request to the Treasurer as noted above.
 - b. Members; Reimbursed 50% of their registration fee provided;
 - (1) They attend a minimum of one seminar and submit a written report (paragraph or article) for publication in the newsletter, or present a verbal report to the Board.
 - (2) They attend a minimum of one leadership training seminar, as determined by the Chapter President, and report back to the Board, unless otherwise instructed by the President.
 - (3) Requests for reimbursement are to be submitted to the Treasurer within 30 days of attendance to the conference. Including a written article/report, which shall be submitted to the Editor for publishing in the newsletter, with a copy attached to the reimbursement request to the Treasurer as noted above.
3. Exceptions may be made at the discretion of the Board of Directors.
4. West Region Director; Reimbursements will take place after the West Region Meetings with proof of attendance. Mileage, hotel for one night, and flight, if required, will be reimbursed with receipts of costs.
5. West Region Committee Chair; Reimbursements will take place after the West Region Meetings with proof of attendance. Mileage, hotel for one night, and flight, if required, will be reimbursed with receipts of costs.

D. EXHIBITS/FORMS

1. Exhibit A: Expense Reimbursement Request.
2. Exhibit B: W-9 Form with Federal ID Number.

END OF SECTION

VOLUME 1

PART C - CHAPTER BOARD

SECTION IV SECRETARY

A. RESOURCES:

1. Chapter Administrative Guide in the CSI Administrative References found on the Institute's website.
2. Chapter's Bylaws.
3. West Region Secretary.
4. West Region Operation Calendar.
5. West Region Annual Report form.

B. REFERENCE TOOL:

1. Robert's Rules of Order Newly Revised.
2. Chapter Secretary's Guide found on Institute's website.

C. TERM: 2 years.

D. RESPONSIBILITIES:

1. Works with the President to prepare Board meeting agenda. Sends notices of meetings of the Board via internet five to seven working days in advance of the meeting.
2. Records Board meetings accurately and distributes minutes to Board and Editor. (Deadline to Editor 10th of the month).
3. Receives and answers Chapter correspondence not answered by President or Treasurer.

4. Maintains a permanent Chapter file of correspondence, meeting minutes, treasurer's filed report, written committee reports, newsletter, and other non-technical Chapter publications. Compiles for use by successor.
5. Maintains a roster of the Board and Committees. Distributes the list to the Board and Editor in July
6. Works with President to determine members that are interested in attending the annual meeting at Institute Convention.
7. Co-signs all agreements and formal instruments, except those pertaining to the office of Treasurer.
8. Ballots:
 - a. Receives the ballots at elections.
 - b. At April's Chapter Board meeting the Secretary will bring the unopened ballots received to date. Ballots will then be opened by tellers. Secretary, and one other board member (solicited or appointed by President), and counted prior to the start of the Board meeting.
 - c. Reports election results at Board meeting and provides written list to Editor and the West Region Secretary.
 - d. Notifies the Institute of the results of the election. To do this use Institute's form listing all Chapter Officers and the committee chairs noted on the form. Provides addresses and telephone numbers. (Deadline April 30).
 - e. Notifies West Region Secretary of Chapter Officers and committee chairs. Send a pdf copy of the same form sent to Institute.
 - f. Permanently disposes of ballots.

END OF SECTION

VOLUME 1

PART C - CHAPTER BOARD

SECTION V IMMEDIATE PAST PRESIDENT

- A. MISSION:** To act as an advisor to the board; to assist the President to assure a smooth transition for the incoming year; to continue active participation as a Board Member and in other Chapter activities.
- B. RESOURCES:**
1. Chapter Bylaws.
 2. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
 3. West Region Annual Report Format.
- C. REFERENCE TOOLS:**
1. CSI Administrative References found on Institute's website.
 2. West Region Operating Guide.
- D. TERM:** 1 year (unless the President is voted for another term).
- E. RESPONSIBILITIES:**
1. Attends Board meetings and actively participate in Board meetings.
 2. Advises and assists the President by:
 - a. Helps with development of the timeline for President's responsibilities
 - (1) President's message
 - (2) Putting together Committee chairs
 - (3) Budget development with Treasurer
 - (4) Strategic planning session
 - b. Be available to provide advice on personal communications with

- the Board and Committee chairs.
 - c. Assists the President with training of the Vice President for the following year.
 - d. Be available to the President as a general counsel when requested.
- 3. Advise and be a resource for new Director's.
- 4. Mingle with Chapter members and greet guests at Chapter events.

F. REPORTS:

- 1. Annual Report to be compiled at the completion of the President's term; or completion of each term for President's that preside more than one year. This report will then be used as the Annual Report that is required by the West Region Operating Guide and submitted at the conference and Annual Board Meeting.

END OF SECTION

VOLUME 1

PART C - CHAPTER BOARD

SECTION VI DIRECTORS

- A. MISSION:** To learn more about CSI and Chapter activities, with the hope that you will fill a Chapter officer position after your term. Become active in the Chapter and take a committee chair position.
- B. RESOURCES:**
1. Chapter Bylaws.
 2. Chapter Administrative Guide in the CSI Administrative References found on Institute's website.
- C. REFERENCE TOOLS:**
1. CSI Administrative Reference found on Institute's website.
 2. West Region Operating Guide.
- D. TERM:** 2 years. The term is staggered with one set (Professional and Industry) of Directors elected every year.
- E. RESPONSIBILITIES:**
1. Attend Board meetings and actively participate in Board meetings.
 2. Gain familiarity with Chapter activities and functions.
 3. Prepare for duties of a Chapter officer.
 4. Attend West Region Conferences.
 5. Attend CSI Leadership Training.
 6. Strive to attend Institute's Annual Convention.

7. Choose a Chapter committee and be the chairperson.
8. Mingle with Chapter members and greet guests at Chapter events.

END OF SECTION

VOLUME 1

PART C - CHAPTER BOARD

SECTION VII REGION DIRECTOR

- A. MISSION:** To inform the Chapter of the Region's business and activities. Attend Chapter Board meetings to report to the Board the decisions made by the West Region Board.
- B. RESOURCES:**
1. Chapter Bylaws.
 2. West Region Bylaws.
- C. REFERENCE TOOLS:**
1. West Region Operating Calendar.
 2. West Region Operating Guide.
- D. TERM:** 2 to 3 year term in accordance with West Region's Governance.
- E. RESPONSIBILITIES:**
1. Pre-qualifications: West Region Director to be a past president of the Chapter, unless otherwise voted by the Board.
 2. Attend Chapter board meetings to be informed on Chapter's concerns and to stay informed of Chapter's activities.
 3. Attend Region Board meetings (Mid-Year and Annual). Should the Region Director not be able to attend a Region Board meeting, the Chapter President shall represent the Chapter at the meeting. Region Director shall report back to the Chapter Board the Region's business, news and meeting information.
 - a. If Chapter President is unable to attend the Board meeting, the President can choose another Board member to represent the Chapter.

4. Attend West Region Conferences.
5. Strive to attend Institute's Annual Convention.
6. Read the correspondence from the West Region and respond to each request or question.
7. Keep notes of motions, committee reports, and Region business during the different West Region Board meetings to assist with your report back to the Chapter at the Chapter's next Board meeting.
8. Let the Chapter Treasurer know the figures to budget for the travel to the West Region Mid-Year and Annual Meetings. Reimbursement for each meeting, as noted in Part C, Section III of this Volume, is for mileage, hotel for one night, and flight, as needed.

END OF SECTION