

## ***SECTION XIII - PROGRAMS***

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### **A. CHAPTER ACTIVITIES**

1. [M] Establish and maintain a direct communication link with Chapter Program Committee Chairs; provide guidance for them. Document contacts made and direction given. Utilize the Region website whenever possible to maximize communication.
2. Promote the exchange of ideas between Chapters.
3. Advise members and Chapters regarding program activities and resources available from the Institute. Assist in the selection of appropriate subjects and in the preparation of the activity.

### **B. REGION ACTIVITIES**

1. [M] Identify and establish contact and relationships within the Region to aid in the development of Chapter programs. Document contacts made and direction given.
2. [M] Review and make revision suggestions to your Chair's goals, as listed. Transmit all recommendations to the Southwest Region Directors.
3. [M] By the second year of your term, establish a Vice Chair position. The Vice Chair would become Chair the following year.
4. [M] Attend the Southwest Region Conference, and conduct a workshop and make appropriate presentations on Chapter programs at this Conference.
5. [M] Prepare at least two articles on program ideas for Southwest Breezes.
6. [M] Transmit all records to the succeeding Program Chair at the end of your second year.

### **C. INSTITUTE ACTIVITIES**

1. Promote programs to encourage greater participation at all levels within CSI.
2. Submit by January 1<sup>st</sup> and May 1<sup>st</sup> reports on the status of Region program activities, by Chapter, to the Institute Program Committee through a designated Program Committee member, with copies to Southwest Region Institute Directors. Detail in particular progress on all measurable items, as indicated by [M], above.

**(Note:** items marked [M] indicate that they are measurable.)