

SECTION XV - TECHNICAL

A. REGION TECHNICAL PROGRAM

1. The Region Technical Program is focused on getting the technical programs of the Institute implemented at a chapter level.

B. REGION TECHNICAL CHAIR (RTC)

1. Chapter Activities

- a. [M] Establish and maintain a direct communication link with Chapter Technical Committee Chairs; provide guidance for them. Document contacts made and direction given. Utilize the Region website whenever possible to maximize communication.
- b. [M] Perform an initial review of technical documents which have been prepared by Chapter (or Region) representatives as an assignment from the Institute Technical Committee.
- c. [M] Compile a list of Chapter (or Region) technical documents submitted to the Institute Technical Committee. Share this technical activities list, and other technical information, with each Chapter.
- d. Advise members and Chapters regarding technical activities and resources available from the Institute. Assist in the selection of appropriate subjects and in the preparation of the activity.

2. Region Activities

- a. [M] Identify and establish contact and relationships within the Region to aid in the development of technical programs. Document contacts made and directions given. Encourage Chapter seminars and certification programs.
- b. [M] Review and make revision suggestions to your Chair's goals, as listed. Transmit all recommendations to the Southwest Region Directors.
- c. [M] By the second year of your term, establish a Vice Chair position. The Vice Chair would become Chair the following year.
- d. [M] Attend the Southwest Region Conference, and conduct a workshop and make appropriate presentations on technical programs at this Conference.

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continued

- e. [M] Prepare at least two articles on technical programs and activities for Southwest Breezes.
 - f. [M] Transmit all records to the succeeding Technical Chair at the end of your second year.
3. Institute Activities
- a. [M] Attend the Institute orientation session for Region Technical Chairs.
 - b. [M] Assist the Institute Technical Committee in identifying potential recipients of Chapter Technical Awards.
 - c. Promote technical programs to encourage greater participation at all levels within CSI.
 - d. Submit by January 1st and May 1st reports on the status of Region technical activities to the Institute Technical Committee through a designated Technical 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.)