# Region Collegiate Representative

### (1 RCR for regions A & J, 2 RCRs for all other regions that have at least 20 collegiate sections)

* Serve as primary point of contact for collegiate leaders and members in the region
  + Flow information from SWE Society and Region leadership to collegiate sections
  + Assist collegiate leaders in their roles by answering questions, facilitating best practice sharing, and helping to connect them with appropriate resources.
* Serve as a voting member of the Region Council
  + Attend all Region Council Meetings (face-to-face at Annual and Region Conferences, telecons between)
  + Maintain contact (preferably monthly) with the Governor
  + Submit reports to the Region Governor (for SWE Board of Directors BOD meeting) on progress toward RCT goals and information from the collegiate sections
    - In regions with two RCRs, it is recommended that each RCR be responsible for no fewer than 40% of the collegiate sections within the region.
* Serve on the Region Collegiate Team
  + Participate in regular telecons
  + Mentor Region Collegiate Communications Editor (RCCE) as alternate RCR
  + Provide input to RCCE for Region Blog
  + Make sure collegiate interests are addressed in region conference offerings
* Attend training sessions via webinar over the summer and at the region leadership meeting
* Attend the Society’s Annual Conference
  + Set Agenda for and facilitate Region Collegiate Meeting
* Attend Region Conference
  + Set Agenda for and facilitate Region Collegiate Meeting at the Regional Conference
* Aid in succession planning for region collegiate leadership roles
  + Assist Region Nominating Committee in soliciting candidates
  + Transition duties to new RCR

# Region Collegiate Communications Editor

* Communicate to the region and society as the collegiate members’ voice in SWE
* Maintain Region Collegiate Blog
  + Encourage and help Governor, RCR, and RCS write two posts for the blog per year.
  + Maintain monthly “Hot Topics” which will be decided as a group by the year’s RCCEs due by the 15th of each month.
  + Edit and post section updates (encourage sections to send updates twice a year).
  + Encourage region members to subscribe to blog
  + Coordinate with Region Webmaster and other leadership on online presence.
* Serve on the Region Collegiate Team
  + Participate in regular telecons
  + Take minutes for the RCT
  + Assist the members of the RCT in getting information out to collegiate sections and members through the blog and social media
  + Make sure collegiate interests are addressed in Region Conference Offerings
* Attend training sessions via webinar over the summer and at the region leadership meeting
* Attend the Society’s Annual Conference
  + Assist the RCR in facilitating Region Collegiate Meeting
* Attend Region Conference
  + Assist the RCR in facilitating Region Collegiate Meeting at the Regional Conference
* Serve as the alternate RCR
  + Stay informed on the happenings of the Region Council and the collegiate sections should it be necessary to step in as RCR
* Aid in succession planning for region collegiate leadership roles
  + Assist Region Nominating Committee in soliciting candidates
  + Transition duties to new RCCE

# Region Collegiate Senator

* Serve on the Senate to chart the strategic direction of the Society
  + Attend all senate meetings, conference calls and training sessions
  + Come prepared to all senate meetings
    - Read all provided materials in advance
    - Discuss among senators and region membership in advance
  + Vote on the senate minutes and any other motions presented electronically or by mail
  + Regularly participate on the senate committees and task forces
* Attend Region Council meetings as a non-voting member
  + Along with the 2 Professional Senators, report, review and summarize Senate bylaws amendments and motions, Senate meeting results, and Mega Issues white papers
* Serve on the Region Collegiate Team
  + Participate in regular telecons
  + Inform the team of the key issues the Senate is working on, especially as they affect collegiate members
  + Provide input to RCCE for Region Blog
  + Make sure collegiate interests are addressed in Region Conference Offerings
* Attend training sessions via webinar over the summer and at the region leadership meeting
* Attend the Society’s Annual Conference
  + Attend the Senate meeting
* Attend Winter Senate meeting
  + Assist the RCR in facilitating Region Collegiate Meeting at the Regional Conference
* Aid in succession planning for region collegiate leadership roles
  + Assist Region Nominating Committee in soliciting candidates
  + Transition duties to new RCS