# 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