

# Area Rep Tasks



Task #1: Expand and correct the area email distribution list. Each year, it should become more accurate and more comprehensive.

- Use the WACA Conference Information sheets
- Use lists from past WACA conferences, available on [wacaonline.org](http://wacaonline.org) or from the Treasurer
- Use school lists off the WIAA website
- Send an email using the present list, and ask for corrections, changes, and additions.

Task #2: Make contact with your area at least 4 times throughout the year.

- Send an email after each of our board meetings, as a reminder to yourself.
- Send more email reminders/informational messages as the conference approaches.
- Reps MUST “cc” the president trio each time they contact their area.
- Beg/borrow/steal from each other. Cut and past from another area’s email.
- Move toward a “value-added” contact; add Idea Share and Technology Tips, to provide more than just conference information.

Task #3: Help secure presenters for the conference.

- Give potential presenters some ideas. Use the exhaustive list from the evaluations of last year’s conference. The evaluation is found in the summer board meeting minutes.
- In your area contacts, ask your members to suggest ideas or presenters that they have seen. Often, they can’t imagine themselves presenting, but they can think of two or three others who would be great!
- Know that each area rep will also be presenting.

Task #4: Look for “big give-aways”.

- This is not “required”, but be watchful for opportunities to secure big give-away donations. Donation letters are located as Board docs on [wacaonline.org](http://wacaonline.org).
- Try to approach those vendors/businesses with whom you have developed a relationship.

Task #5: Work on area give-aways.

- Again, look for donations, especially in your community, since your area is “local”.
- Be creative. We talked about the wine exchange, the chocolate gift basket, coffee baskets, the movie baskets....

- This task is NOT intended to coerce you into spending your own funds on give-aways. Quite the opposite. And if reps have extras, the idea is to share these items with other areas at the start of the conference.
- “Getting a give-away for every delegate” was never the intent! So don’t feel pressured to do so.

Task #6: Conduct area meetings at the conference.

- Area meeting agendas are discussed and created as a group at the Winter Board meeting. Written agendas are passed out at the conference.