

STATE DIRECTOR'S DUTIES AND GUIDELINES

The State Director is an elected officer, serves on the MEOW board and is the communication link between assigned groups and the MEOW Board by keeping in contact with Area Representatives or Stray Cats.

When you are assigned a new Area Group, contact the Area Rep., introduce yourself and ask for the group's newsletter each month. Thank you notes and notes of encouragement to the Area Reps. go a long way to keep the groups together and give recognition that is always needed. Keep in touch with the Vice President, whose job it is to help and encourage the State Directors.

1. Be a member in good standing.
2. Read current MEOW By-Laws, Standing Rules, State Director's and Area Group Guidelines.
3. Maintain contact with and give leadership to assigned Area Groups. While e-mail is a fast and efficient form of communication, phone Area Reps. several times a year to build relationships between you and your groups, giving you the opportunity to be connected with them.
4. Try to visit each Area Group at least once per year. Share a demonstration or teach a class, if possible. If you cannot attend yourself, ask someone to go in your place. Our goal is to give our groups at least one opportunity to speak with and learn from someone in our MEOW leadership. We want them to stay informed, involved, motivated and having fun in MEOW.
5. Keep records on each of your Area Groups in separate sections of a notebook. Make notes of your phone contact, e-mail, board reports, group newsletters you receive, etc. These records will be turned over to the next Director when your term is completed.
6. Each Director has a budget, currently set at \$100 per year, to use for MEOW related business. You need to keep accurate records of phone bills, copies, postage, etc. and report your expenses on the MEOW Reimbursement form, which is to be turned into the Treasurer at each Board meeting. You may ask for reimbursement for mileage (current IRS allowance for volunteer activities - \$.14 per mile) when traveling outside your area to visit a group. Mileage cannot be submitted for attending board meetings.
7. Contact each Area Rep. of the Area Groups you are assigned to before each board meeting and prepare a typed report for the board on the group's activities, schedule and any needs they have. Give a copy of your report to the Vice-President, Newsletter Editor and Web Mistress. Be prepared to give a brief oral report of any outstanding activities of each group. All Newsletter information is due to the Editor by the day of the Board meeting.
8. Send a note after each Board meeting to each Area Group to tell them about any new information that the board discussed, giving dates for any

reports that need to be returned and any pertinent information that would help them. Remind them to read your letters to the entire group and keep current by reading the Newsletter that will cover the business of the board.

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