



REGIONAL REPRESENTATIVE

ROLE DESCRIPTION

Regional Representatives are responsible for:

1. Organising meetings and field trips, and field courses or summer schools where appropriate.
2. Liaising with scheme convenors and coordinating scheme activities in the region.
3. Organising specific regional projects or investigations.
4. Liaising with Council, implementing Council decisions where appropriate and completing an annual report for council on the form supplied by the Secretary (a copy is included in this Manual).
5. Liaising with the Membership Secretary re new members, changes of address, deaths, cancellation of membership etc.
6. Liaising with other RRs especially those of neighbouring regions, and attending the RR's meeting associated with the AGM.
7. Liaising with the Regional Recorder in reviewing and commenting on observations of local bird rarities before sending completed 'Unusual Bird Report' forms to the Secretary of the Rare Birds Committee, and contributing regional bird sightings to the editor of *Southern Bird* for each issue by the due date as listed in that publication.
8. Nominating and/or supporting nominations for awards on the appropriate forms which are obtainable from the Secretary (copies are included in this Manual).
9. Arranging for the preparation and distribution of a regional newsletter where this is feasible.
10. Ensuring that items of regional news are written up and sent to the editor of *Southern Bird* by the due deadline for publication as noted in each issue.
11. Recruiting and welcoming new members, encouraging active participation by them etc.
12. Liaising with the general public, media, government departments etc. on matters of local ornithological interest.
13. Organising and hosting the AGM weekend if this is acceptable to all concerned
14. Liaising with the regional treasurer to keep financial records in a business like way, and ensuring that an annual financial report is sent to the Treasurer with the annual report.
15. Promoting the sale of any society publications and sale goods.

You do not have to do all these things alone! Delegation is an important part of being an RR!