



## REGION CHAIR ROLES & RESPONSIBILITIES

### **Appointed Position**

Positions secured by following an application process with final candidates selected by a unanimous vote of the board of directors.

### **Expectations**

- Liaison with/establish a working relationship with the “region chief” of the American College of Surgeons Committee on Trauma (ACS COT).
- Develop an overall plan for STN activities (including membership) in your region, update yearly.
- Liaison with/establish a working relationship with all the STN state chairs in your region.
- Assist in recruitment of state chairs for the states currently lacking a chair and mentor STN members for future appointments as a state chair for posts that may become available.
- Participate in at least 60% of the Region/State Chair conference call meetings.
- Assist state chairs in efforts to identify, recruit and maintain STN membership and encourage and mentor members who are interested in promoting STN activities.
- Assist with the dissemination of STN brochures and collateral, such as:
  - posting informational STN membership fliers in area facilities,
  - distributing Annual Conference brochures,
  - circulating STN Leadership Course collateral, and
  - publicizing STN Trauma Awareness Month activities.
- Convene formally, at least annually, a meeting of state chairs in your region to discuss progress and establish priorities for your region.
- Keep STN BOD and Membership Chair aware of activities in your region.
- Provide upcoming program and event information from your region to the STN Headquarters staff in order to have the information posted on the website industry calendar.
- Support ATCN activities in your region by :
  - becoming an ATCN provider, or
  - if you are already a provider, becoming an ATCN instructor, or
  - work with ATCN Committee to plan introduction of ATCN to states in your region.
- Maintain regional files/documents for continuity of role for future region chair appointees.

### **The following activities are highly encouraged**

- Attendance at the Annual Conference, typically held in Las Vegas in March.
- Network with state trauma system administrators in states within your region.
- Consider serving as a director at large on the STN national board of directors.

As of July 2006



## STATE CHAIR ROLES & RESPONSIBILITIES

### **Appointed Position**

Positions secured by following an application process with final candidates selected by a unanimous vote of the board of directors.

### **Expectations**

- Develop an overall plan for STN activities (including membership) in your state, update yearly.
- Participate in at least 60% of the Region/State Chair conference call meetings.
- Identify, recruit and maintain STN membership and encourage and mentor members who are interested promoting statewide STN activities. This effort should include nurses who are from hospitals that are trauma centers, as well as hospitals that are not.
- Monitor membership. Welcome new members and make contact with members who that have not renewed their membership and will soon let it lapse.
- Serve as legislative liaison from your state to the STN Legislative Committee for state trauma issues.
- Communicate consistently with your region chair in order to keep them apprised of STN activities in your state.
- Provide upcoming program and event information from your state to the STN Headquarters staff in order to have the information posted on the website industry calendar.
- Recruit a vice chair and mentor STN members for future appointments to the position of chair or vice chair.
- Support ATCN activities in your state by:
  - becoming an ATCN provider, or
  - if you are already a provider, becoming an ATCN instructor, or
  - work with Region chair and ATCN Committee to plan introduction of ATCN to your state.
- Maintain state files/documents for continuity of role for future state chair appointees.

### **The following activities are highly encouraged**

- Attendance at the Annual Conference, typically held in March in Las Vegas.
- Liaison with/establish a working relationship with the state/provincial chair of the American College of Surgeons Committee on Trauma (ACS COT).
- Liaison with/establish a working relationship with the state trauma system manager (if this position exists in your state).
- Network with trauma centers and trauma program managers in your state.
- Convene formally, at least annually, local state members to discuss progress and establish priorities for your state.
- Consider serving as a STN Regional Chair.

As of July 2006