

**CALIFORNIA CONFERENCE OF LOCAL HEALTH DEPARTMENT
NURSING DIRECTORS**

**DUTY STATEMENT
REGIONAL REPRESENTATIVE**

Essential duties of the Regional Representative include:

1. Attend Executive Committee Meeting
 - a. Sacramento (5-6 times a year)
 - b. Teleconference (5-6 a times year)
 - c. Meeting at Spring & Fall Conference
 - d. Report to Executive Committee regarding various committees regional members attend.
2. Facilitate local Regional meeting monthly or bi-monthly based on the needs of the regional membership.
 - a. Prepare agenda
 - b. Share issues with region from executive and vise-versa
3. Prepare and submit Resolutions regarding retiring Public Health Nursing Directors in your region and bring to Asilomar/Fall Conference
4. Outreach to new Public Health Nursing Directors as needed
5. Oversee Regional project
6. Prepare Regional report for Spring and Fall Conference
7. Forward Roster updates to Administrator and Secretary