

KANIKA LIBURD

Regional Chair

SKYE GREGG

Vice Chair

KELSEY PERINE

Chief of Staff

2023-2024

SOUTHERN REGION

Executive Board Application

Per Article IV, Section 10 of the National Bylaws, standardized election procedures are designed to help secure the opportunity for as many members of the Association as possible to participate in governance of the Association. The following procedures and rules for SRBLSA elections comport with those given in Article IV, Section 5 of the Southern Regional Bylaws.

KAMEREN SAULSBERRY
Regional Mock Trial Director

KANIKA LIBURD
Director of Membership

TAYLEECE PAUL
Social Action Director

TESSOLA DUNCAN
Parliamentarian

MYAH FUQUA
Director of Communication

SHERIDAN KING
Graphic Design Specialist
TIA OVERWAY
*Editor-In-Chief of the
Southern Journal of Policy and
Justice*

JASMINE KNIGHT
Sub-Region 1 Director

DANICA MYERS
Sub-Region 2 Director

KADEEM HALL
Sub-Region 4 Director

MARK FREEMAN
*Director of Career and
Professional Development*

ALLIE WAGNER
Historian

MIKE STRICKLAND
Director of Alumni Affairs



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

Table of Contents

I.	Positions Available	1
II.	Regional Officer Candidate Checklist	1
III.	2023–2024 SRBLSA Regional Officer Application	2
IV.	Acknowledgment and Pledge Form	3
V.	Statement of Understanding of Financial/Travel Obligations.....	4
VI.	Statement of Intent Form	5
VII.	Chapter Endorsement and Certification of Candidate Form.....	6
VIII.	Duties and Rules of the Southern Regional Executive Board.....	7



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

I. Positions Available

The duties for each position are available in Article V of the current SRBLSA Bylaws and also at the end of this application.

- Regional Chair
- Regional Vice-Chair
- Regional Chief of Staff (Appointed)
- Regional Treasurer
- Regional Secretary
- Regional Director of Communications
- Attorney General
- Regional Director of Sub-Region 1
(Georgia and Alabama)
- Regional Director of Sub-Region 2
(Tennessee and Mississippi)
- Regional Director of Sub-Region 3
(North Carolina and South Carolina)
- Regional Director of Sub-Region 4
(Florida, the Commonwealth of Puerto Rico, and U.S. Virgin Islands)
- Regional Director of the Mock Trial Competition
- Regional Director of the Moot Court Competition
- Regional Director of Community Service
- Regional Director of Social Action
- Regional Director of Programming
- Regional Director of Career and Professional Development
- Regional Convention Coordinator(s)
- Regional Director of Pre-Law Student Division
- Regional Director of Corporate Relations
- Regional Parliamentarian
- Regional Director of Membership
- Regional Director of Alumni Affairs
- Regional Historian

II. Regional Officer Candidate Checklist

Please submit all materials to srblsa.chairelect@nblsa.org.

1	2023–2024 SRBLSA Regional Officer Application	
2	Signed Acknowledgement and Pledge Form	
3	Statement of understanding of financial and travel obligations associated with regional board service	
4	Statement of intent for inclusion in the delegate packets	
5	Initialed copy of the duties of the position being applied for and the rules applicable to all officers of the Southern Regional Executive Board	
6	Letter certifying enrollment and good academic standing from law school registrar or dean	
7	Letter certifying good standing in local BLSA chapter from chapter president	
8	Résumé for inclusion in the delegate packets	
9	Professional head shot for inclusion in the delegate packets (snap shots and informal photos will not be accepted)	



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

III. 2023–2024 SRBLSA Regional Officer Application

Name: _____

School: _____ Year: _____

Phone: _____ Email address: _____

Position applying for: _____

What other leadership positions will you hold, apply to, or run for in any organization in the 2023–2024 academic year?

Have you ever run for or held an office within NBLSA on the local, regional, or national level? If so, which position(s)?

Please list all work and travel commitments including tentative arrangements for Summer 2023.

Mandatory Attachments and Forms¹

- Signed Acknowledgement and Pledge Form
- Statement of understanding of financial/travel obligations associated with regional board service
- Statement of intent
- Initialed copy of duties and rules
- Letter certifying enrollment and good academic standing from your law school registrar or dean²
- Letter certifying good standing in local BLSA chapter from chapter president
- Résumé and professional head shot

¹ These materials must be attached and completed for consideration for advance nominations (rather than nominations from the floor during the convention).

² If you will be an LLM student for the 2022–2023 academic year, please attach a letter of acceptance to an LLM program. You will be required to verify matriculation at the start of the fall semester.



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee the Commonwealth of Puerto Rico, and the United States Virgin Islands

IV. Acknowledgment and Pledge Form

Name	Position applying for
	School
Email address	Year in school
<p>I, _____, hereby acknowledge that I have read and understood the duties and rules of an official of the SRBLSA Executive Board of the National Black Law Students Association as set forth in this application and NBLSA Constitution and Bylaws. _____ Please initial.</p> <p>I hereby acknowledge that I have read and understood the duties and rules of an official of the National Black Law Students Association (NBLSA) as set forth in the NBLSA Constitution and Bylaws. _____ Please initial.</p> <p>I pledge that if elected/appointed I will undertake any further preparation necessary to serve competently as a member of the SRBLSA Executive Board. _____ Please initial.</p> <p>I pledge that if I am elected/appointed I will serve diligently and to the best of my ability at all times. _____ Please initial.</p> <p>I acknowledge that the requirements of this position may conflict with my academic or personal schedules from time to time. I agree to prioritize and reorganize my schedule in order to ensure that none of the duties prescribed to my position, assigned by the Regional Chair, or assigned by the national counterpart are neglected. _____ Please initial.</p> <p><i>E-signing your name below indicates that you have read and understood these acknowledgements and pledges and that you will honor and uphold them to the best of your ability.</i></p>	
Signature	Date

Please submit all materials via email to srblsa.chairelect@nblsa.org



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

V. Statement of Understanding of Financial/Travel Obligations

Name	Position applying for School
Email address	Year in school
<p>Serving on the SRBLSA Executive Board is a significant commitment which requires a substantial amount of travel and extracurricular work. This may include, but is not limited to, traveling to various retreats and conventions and extracurricular work as prescribed by the position or assigned by the Regional Chair and/or the national counterpart. Please take this into consideration when deciding whether to run for office. (See travel memo BEFORE signing)</p> <p>If you are uncertain about the amount of time or money that will be required to serve on the SRBLSA Executive Board, please contact the person who currently holds the office that you want to apply for or the Regional Chair.</p> <p>I, _____, hereby acknowledge that I have read and understood the above statements regarding the financial and travel obligations of a member of the SRBLSA Executive Board. _____ Please initial.</p> <p>I pledge that if elected/appointed I will undertake any further preparation necessary to attend all events, meetings, retreats, etc., required of my position and will plan accordingly for all relevant financial and travel commitments associated with becoming a member of the SRBLSA Executive Board. _____ Please initial.</p> <p><i>E-signing your name below indicates that you have read and understood the financial and travel obligations and that you will honor and uphold them to the best of your ability.</i></p> <p style="text-align: center;">Signature Date</p>	

Please submit all materials via email to srblsa.chairelect@nblsa.org



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

VI. Statement of Intent Form

Name			Position applying for
Address			School and year in school
City	State	Zip Code	Email address
<p>Please ensure that your name is typed above as you would like it to appear on the ballot. Be sure to check for any misspellings. The ballot will contain your name, school, and current year.</p> <p>Please type a statement of your goals and agendas for the position you are seeking on a separate page. Please include answers to the following questions within your statement of intent: Why are you running for this position? What do you hope to accomplish during your tenure? What practical steps will you take to accomplish your goals? How do you envision taking SRBLSA to the next level? How will you hold other board members accountable? Please include specific goals, intended methodology, and a timeline for achievement of these goals for inclusion in the delegate packets.</p> <p style="text-align: center;"><i>(Statement of intent is limited to 1,000 words)</i></p> <p><i>E-signing your name below affirms that you have read all of the election rules and that you will abide by such rules to the best of your ability. Commission of any act that is improper or detrimental to the image of the organization will be grounds for immediate disqualification from the election/appointment process.</i></p>			
Signature			Date

Please submit all materials via email to srblsa.chairelect@nblsa.org



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

VII. Chapter Endorsement and Certification of Candidate Form



2023–2024

CHAPTER ENDORSEMENT AND CERTIFICATE OF CANDIDATE FORM

Instructions: This form serves as the endorsement of the law school chapter of the mentioned applicant to run for National office. This form does not bind the chapter to vote in favor of the candidate, but rather certifies that the member is an active and financial member in good standing of SRBLSA.

Candidate Name	
Law School	
Candidate Email Address	
Chapter Officer Name	
Chapter Officer Email	
Chapter Officer Phone	

Please indicate the position sought by your chapter member :

Please certify the following statements by selecting the appropriate response.

Is the candidate, named above, an active member of BLSA? Yes No

Is the candidate a financial member of NBLSA for at least 1 semester? Yes No

Statement of Completeness

The undersigned chapter officer certifies that the information given in this document are true, accurate, and complete to the best of his/her knowledge. This statement is governed by the NBLSA Code of Conduct and the school honor code of the applicant and chapter officer.

Name and Title

Date

Signature



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

VIII. Duties and Rules of the Southern Regional Executive Board

Please initial next to the "all applicants" line and the line next to the position for which you are applying as stated in Article V of the current SRBLSA Bylaws:

RULES APPLICABLE TO ALL OFFICERS:

- A. All officers shall perform any duties applicable to their office as prescribed by the parliamentary authority and any governing document adopted by the Chamber of Delegates, Pentarchy, appropriate committee, or the Tribunal.
- B. B. All officers shall submit to the Chamber of Delegates an annual report of their duties at a plenary session of the Chamber of Delegates or at any other time determined by the Regional Chair.
- C. All officers may appoint Active Members to assist them in executing their respective duties as long as such appointments do not conflict with an executive order issued by a ranking executive official, legislation adopted by the Chamber of Delegates or the Pentarchy, a decision by the Tribunal, or any provision of a governing document of the Region.

ALL APPLICANTS

_____ **Please initial.**

CHAIR

- A. Embody the spirit and principles of the Region as the chief public representative and ceremonial figurehead of the Region.
- B. Serve as presiding officer of the Regional Executive Board and the Executive Committee.
- C. Set administrative procedures on the Regional Board for the efficient operation of the Region.
- D. Develop measured and identifiable goals for the Region, which are to be implemented by the appropriate members of the Regional Board, as reflected in the Manifesto of the Region.
- E. Serve as an ex-officio member of all divisions and committees of the Region.
- F. Appoint the Chief of each division and organize and create new Divisions as deemed necessary for the efficient operations of the Region.
- G. Ensure Regional compliance with the initiatives and governing documents from Nationals by serving as chief liaison between the National Executive Board and the Region.
- H. Attend National Executive Board meetings and represent the interests of the Region as reflected in legislation adopted by the Chamber of Delegates or the Pentarchy.
- I. Present reciprocity agreements between the Region and other Regions or Nationals to the Pentarchy for approval.
- J. Serve as a joint signatory with the Regional Treasurer on all checks and financial accounts of the Region.
- K. Prepare a budget for the Region, with the assistance of the Regional Treasurer, and submit the budget to the Pentarchy for approval.
- L. Compile and set a deadline for the Transitional Document that shall contain pertinent information of each officer in the current administration for the same officer in the subsequent administration.
- M. Render a full report of his or her administration to the Chamber of Delegates and, if necessary, make any recommendations to the Chamber for their disposition.

_____ **Please initial.**



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

VICE CHAIR

- A. Serve as the chief officer over the general operations of the Region.
- B. Serve as ex-officio member of all divisions and committees of the Region.
- C. Appoint committee chairpersons and organize affiliated members onto Regional Committees.
- D. Create special committees whenever deemed necessary for the efficient operations of the Region

_____ **Please initial.**

CHIEF OF STAFF [This position is by appointment only]

- A. Serve as principal support for Regional Chair;
- B. Act as Confidant and Advisor to Regional Chair.
- C. Act as a sounding board for ideas.
- D. Assist in scheduling and organization of responsibilities.
- E. Assist Regional Chair with internal and external communication.
- F. Assist board members in planning especially as Convention and Job Fair support;
- G. Perform such other functions and exercise such further duties as the Chair, the Regional
- H. Executive Board or the General Assembly may assign.
- I. Produce an official transition report at the close of the term of office.

_____ **Please initial.**

TREASURER

- A. Receive all monies and account for all funds of the Region.
- B. Purchase necessary items for regional events
- C. Report important financial information to the Regional Chair and National Treasurer.
- D. Keep the budget updates with all income and expenses.
- E. Serve as Chief of the Finance Division.
- F. Become and remain bonded for the duration of term.
- G. Upon completion of the budget by the Pentarchy, distribute monies as needed to conduct SRBLSA business on behalf of the Region and in accordance with the SRBLSA Bylaws and Constitution.

_____ **Please initial.**

SECRETARY

- A. Transcribe (or ensure the transcription of) accurate minutes of the meetings of the Regional Board, Executive Committee, Chamber of Delegates, Conclaves, Tribunal, Divisions, Committees, conference calls, and any other meeting through the use of audio or video technology, or both, and distribute or make available these minutes to the officers and Active Chapters and Members of the Region in a timely manner before filing such minutes in the archives of the Region.

_____ **Please initial.**



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee the Commonwealth of Puerto Rico, and the United States Virgin Islands

ATTORNEY GENERAL

- A. Research and inform the Active Members of the Region of current legal issues of interest to the goals, missions, and initiatives of the Region.
- B. Research and develop policies to effectuate change at the law schools and state governmental institutions of the affiliated Chapters of the Region insofar as such policies are consistent with the objectives of the Region, the Regional Chair, and/or legislation or resolutions of the Chamber of Delegates or the Pentarchy.
- C. Prepare an article in the Region's law journal.
- D. Assist the Regional Directors in hosting networking opportunities for Active Members of the Region with prominent government officials or civil rights activists within the respective Sub-Region.

_____ **Please initial.**

DIRECTOR OF COMMUNICATION

- A. Serve as the chief information officer of the Region.
- B. Accomplish tasks that may require the Regional Director of Communication to assert supervisory authority over all of the various recording officers in the various entities of the Region; under such circumstances, these recording officers shall acquiesce to the authority of the Regional Director of Communication.
- C. Maintain an updated contact list of officers of the Region, officers of the Active Chapters in the Region, and Active Members in the Region.
- D. Compile, distribute, and make available a calendar of all of the anticipated events and programming of the Region as well as producing the Region's Newsletter.
- E. Maintain the Region's official membership roll and call the roll when required.
- F. Notify officers, committee and division members, and delegates of their election or appointment, furnish any entity of the Region with any documents that are required for the performance of their duties, and have on hand at each meeting a list of all existing members on any Committee or Division.
- G. Have a copy of the governing documents and minutes of the Region available at every meeting of any entity of the Region, particularly meetings of the Regional Board and the Chamber of Delegates.
- H. Send out to the membership a notice of each meeting, known as the call of the meeting, and conduct the general correspondence of the organization to the extent that distributing such correspondence has not been previously assigned to another officer.
- I. Assist the Regional Secretary in their duties.
- J. Assist the National counterpart, the National Secretary, in his or her duties.
- K. Oversee all aspects of publicity in the Region including the production of press releases and publicizing events in the Region.
- L. Maintain a list of and communicate with the Associate Members and Honorary Members and Officers of the Region.

_____ **Please initial.**



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

DIRECTOR OF PROGRAMMING

- A. Supervise all programs of the Region as instructed by the Regional Chair to ensure that such programs are properly and efficiently implemented.
- B. Plan one or several academic retreats for the Region with the assistance of the Regional Directors and pursuant to any special rules for carrying out the academic retreat as adopted by a sub-region's respective Conclave.
- C. Assist the National counterpart, the National Director of Programming, in the implementation of his or her duties.

_____ **Please initial.**

SUB-REGIONAL DIRECTORS

- A. Serve as presiding officers of the Conclaves of their respective Sub-Regions.
- B. Maintain communication with the affiliated local Chapters and Members within their respective Sub-Regions.
- C. Ensure the implementation of Regional and National initiatives on the local level.
- D. Bring issues of local concern to the Region for resolution.
- E. Distribute or make available to the Active Chapters and Members of the Region a bimonthly report of the events, activities, programs, and initiatives of the Sub-Region.
- F. Host at least one meeting (known as Academic Retreats) with the gathering of their respective Sub-Region per academic semester.
- G. Responsible for Fundraising for the Academic Retreats.
- H. Sign all legislation adopted by their respective Conclaves.

_____ **Please initial.**

DIRECTOR OF MEMBERSHIP

- A. Maintain updated database of dues paying members.
- B. Promote and implement NBLSA's Member of the Month and 1L/Alumni Spotlight initiative.
- C. Compile membership statistics and make them available to the Regional Board.
- D. Assist with assignments assigned by the Regional Chair and/or National Director of Membership.

_____ **Please initial.**



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

DIRECTOR OF THE MOCK TRIAL COMPETITION

- A. Supervise and coordinate the mock trial competition for the Region.
- B. Perform other duties as assigned by the National Director of the Constance Baker Motley Mock Trial Competition.

_____ **Please initial.**

DIRECTOR OF THE MOOT COURT COMPETITION

- A. Supervise and coordinate the moot court competition for the Region.
- B. Perform other duties as assigned by the National Director of the Thurgood Marshall Moot Court Competition.

_____ **Please initial.**

DIRECTOR OF CAREER AND PROFESSIONAL DEVELOPMENT

- A. The duties of the Director of Career and Professional Development shall be to coordinate a Regional job fair (or several job fairs) to the Active Members of the Region.
- B. The Director of Career and Professional Development shall be a permissive officer position; consequently, the Regional Chair, subject to the approval of the Pentarchy, has discretion on whether or not to utilize the position.
- C. Unless provided otherwise by the Regional Chair, the term of the Director of Career and Professional Development shall terminate at the end of the job fair(s). This rule shall be an exception to the general rule on the term of office for officers as prescribed in Article IV, Section 2 of this document.

_____ **Please initial.**

EDITOR-IN-CHIEF OF THE LAW JOURNAL

- A. Assume responsibility for everything in the publishing process of producing the Journal.
- B. Oversees the day-to-day affairs of the Journal.
- C. Serves as a liaison between the Journal and the Regional Board.
- D. Approves all publication decisions including final edits on all articles, design, layout of the Journal, and any additional issues prior to print.
- E. Supervises and assists the other members of the Editorial Board of the Law Journal
- F. Appoints non-editorial staff as needed.
- G. Enforces deadlines as required for the efficient operations and publication of the Journal.
- H. Plan a Symposium during the Regional Convention.

_____ **Please initial.**



Southern Region

Serving NBLSA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

CONVENTION COORDINATOR

- A. Solicit funding from corporate and secondary sources in the form of sponsorships and tax-deductible gifts to SRBLSA.
- B. Prepare and finalize the solicitation packets that will be distributed to potential sponsors.

_____ **Please initial.**

DIRECTOR OF PRE-LAW STUDENT DIVISION

- A. Create pre-law collegiate chapters of NBLSA.
- B. Keep pre-law student and law student members, as well as the Regional Executive Board, informed of the status of the collegiate chapters and general membership.
- C. Suggest, create, and implement programs, projects, and activities for the development and benefits of Pre-Law Division.
- D. Disseminate NBLSA information to Pre-Law members.
- E. Responsible for putting on a Pre-Law Symposium.

_____ **Please initial.**

DIRECTOR OF CORPORATE RELATIONS

- A. Solicit funding from corporate and secondary sources in the form of sponsorships and tax-deductible gifts to SRBLSA.
- B. Prepare and finalize the solicitation packets that will be distributed to potential sponsors.

_____ **Please initial.**

REGIONAL PARLIAMENTARIAN

- A. Serve as an advisor and counsel on Parliamentary Procedure.
- B. Serve as the advisor to the Regional Executive Board on the SRBLSA Constitution and Bylaws, and, in accordance with Article XIII, decide all questions of interpretation and construction of the parliamentary authority and procedural rules of SRBLSA.
- C. Be responsible for providing all delegates with the current procedural rules.
- D. Coordinate election procedures at the Regional Convention.
- E. Chair the Constitution/Bylaws Committee.

_____ **Please initial.**

REGIONAL SOCIAL ACTION DIRECTOR

- A. Execute grassroots initiatives that support the Attorney General's legislative and litigation-based advocacy.
- B. Coordinate with other Regional and local liaisons to carry out SRBLSA's social justice initiatives.
- C. Provide for the recognition individuals and chapters, who are active in their community advocating for SRBLSA's social justice initiatives.

_____ **Please initial.**



Southern Region

Serving NBLA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

REGIONAL DIRECTOR OF ALUMNI AFFAIRS

- A. Implement programs to foster relationships between SRBLSA alumni and current SRBLSA members.
- B. Serve as the liaison external organizations partnering with SRBLSA.
- C. Coordinate alumni receptions for Regional events.
- D. Solicit and present nominees for the Alumni Spotlight and Hall of Fame Induction for approval to the Alumni Affairs Committee.
- E. Develop and maintain a regional alumni database.

_____ **Please initial.**

REGIONAL HISTORIAN

- A. Serve as a member of the Tribunal.
- B. Prepare a narrative account of the Region's activities during his or her term of office, which, when approved by the Chamber of Delegates, shall become a permanent part of the Region's official history.
- C. Serve as custodian of the collection of documents, books, or other written or printed matter, have custody of these items—or at least designate a centralized location for the custody of these items—and maintain control over the access of such items to officers, Active Chapters and Active Members of the Region.
- D. Compile a Bound Book that shall contain the pertinent information produced by both the Region and its affiliated Active Chapters within a given year.
- E. Distribute a hard copy of the Bound Book to the Regional Chairs of the current and subsequent administration, the Regional Vice-Chairs of the current and subsequent administration, the Chair of the Tribunal, the succeeding Historian, the succeeding Parliamentarian, the succeeding National Chair. Rules concerning the distribution and availability of the Bound Book to the Active Chapters and Members of the Region shall be consistent with the rules on the Rights of Membership and Fees, as prescribed in Article III of this document. The Historian, with the consent of the Regional Chair, may develop a rule or procedure concerning the availability and distribution of the Bound Book to any other interested party.
- F. Issue orders to any necessary party to obtain the required materials for the Bound Book.
- G. Oversee the content of the Region's, or any entity of the Region's, website.
- H. Appoint an Assistant to compile a visual history of the Region as reflected in a scrapbook.

_____ **Please initial.**



Southern Region

Serving NBLA Chapters in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, the Commonwealth of Puerto Rico, and the United States Virgin Islands

MANDATORY TRAVEL MEMO

- A. The travel arrangements of the regional board require the attention and services of every SRBLSA board member. The mandatory events to be traveled are dependent upon the direction of the Regional Chair. All of the events outlined within the annual schedule are non-negotiable; these events are not to be missed for any reason. Whether the events will happen in person will be dependent on the stage of the pandemic and the guidance of health officials. As mentioned previously this may include, but is not limited to, traveling to various retreats and conventions and extracurricular work as prescribed by the position or assigned by the Regional Chair and/or the national counterpart. The following 4 events are mandatory:
- i. Joint Board Retreat (JBR) [Date and location may vary but traditionally held during the early part of summer break, location designated by National Chair but should rotate between regions]
 - ii. Sub-Region Academic Retreat and Community Service Event [Date and location may vary but traditionally held during the end of September/beginning of October]
 - iii. SRBLSA Annual Regional Convention [Date and location may vary but traditionally it is held during the last week of January or first week in February. The location should rotate between sub-regions]
 - iv. SRBLSA New Board Transition Meeting [Date may vary but traditionally held on the last day of the Annual Convention]