State & Provincial Leaders Check List: Getting Started

☐ Establish a method and means of communication with your Regional Representative and/or Regional Student Leader

☐ Establish a method and means of communication with your State/Provincial Director or Student Leader

☐ Establish a method for maintaining a distribution list of members in your state/province
  ✓ Resource: Regional Representative

☐ Establish methods for:
  ✓ Maintaining a calendar of activity
  ✓ Distributing newsletters
  ✓ Contacting members

☐ Become familiar with institutions within your state
  ✓ Resource: CONNECT > MEMBER DIRECTORY

☐ Email members in your state/province to introduce yourself

☐ Become familiar with NIRSA state/provincial and regional web pages
  ✓ Resources: CONNECT > REGIONAL, STATE & PROVINCIAL NETWORKS

☐ Establish state/provincial workshop dates and a planning committee

☐ Send out your first newsletter promoting activities within your state/province and region