

## **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