

## **National Representatives – Responsibilities**

### **1) Attend the international daCi Advisory Board (AB) meetings**

The Advisory Board includes the daCi chair, chair elect, secretary, treasurer, research officer, members at large and national representatives and the past chair in meeting 3

In each three-year cycle there are three AB meetings

- Meeting #1 – is held the day before the international conference begins
- Meeting #2 - is held the day after the international conference ends
- Meeting #3 – is held two years before the next international conference (at the next conference venue)

Note: daCi International pays partial accommodation costs for board members to attend AB meeting #3

### **2) Submit Country Reports before AB Meetings**

- Send a written report **one month before** the board meeting to the secretary even if you cannot attend (e-mail, fax, letter)
- Send your report as a text document only (do not insert graphics or pictures)
- Send a regret if you cannot attend the meeting

Country Report Content and Form

- Keep it short - no more than two pages
- List the number of members in your country (how many members you have)
- List your officers by name if you have officers
- Describe any daCi meetings or events you have held in your country
- Describe daCi accomplishments in your country
- Describe how you communicate with members (email, newsletter etc.)

Useful tips

- Only include news that is specifically related to daCi
- If you are facing problems, describe the problems you face
- State your interest in becoming a chapter if not one already

### **3) Actively increase daCi membership in your country**

- Invite colleagues to join daCi

Useful tips

- Send emails, flyers or letters to colleagues, friends, parents and other groups
- Always have daCi promotional material with you
- Ask daCi members to recommend/give you addresses of people they think would be interested
- Link with relevant organizations in order to create a network

- Organize meetings/workshops/festivals/activities that are based on daCi objectives

National flyer guidelines and suggestions

- Flyers should include the daCi logo and reflect the aims and objectives of daCi
- Ask for sponsorship (company, school, etc) just be careful the company does not sell and/or advertise products that would not suit daCi's purposes, i.e., cigarette companies
- Ask for professional help to do the design and layout so that the material looks attractive and professional.

#### **4) Establish where possible a daCi national chapter in countries where there is none**

Step by step process for creating a daCi chapter in your country:

Step #1 – individual members join daCi and participate in the international conferences

Step #2 – individual members meet together and elect or appoint a national representative

Step #3 – the representative attends the international board meetings

Step #4 – if the individual members want to form a chapter carefully check the legal procedures of your country to organize a recognized association (if possible with a professional)

Useful Tips

- Get in contact with other national representatives to exchange ideas for creating a chapter
- Look at the international daCi constitution found on the daCi website as an example of organization structure.

#### **5) Communicate with your national members**

- Regularly share information about daCi international opportunities, conferences, initiatives etc. with your members and help organize national daCi events
- Send the call for submissions to your members when the daCi in Print editor sends it to you
- Share information about the international newsletter, daCi in Print (published in both May and November),
- Send call for nominations and votes for national and international board

Useful tips

- Produce a regular newsletter
- Correspond through mail, e-mail
- Create and maintain a national daCi website
- Encourage members to visit the daCi international website: <https://daci.international/en/>
- Encourage members to like the daCi facebook page: <https://www.facebook.com/dacifanpage>
- Invite members to make submissions to the international publications (photos, lesson plans, articles etc.)

Note: In communications with other daCi Board members and your country members ensure email subject headings are about the topic of your email and if possible includes dates and deadlines.

**6) Send international membership fees to the international treasurer in Canadian dollars.**

- Remind members one month in advance that it is time to renew membership
- Collect dues before January 1<sup>st</sup>
- Work with national treasurer to ensure dues and membership lists are updated regularly

Payment of International Membership Fees Guidelines

- Send the dues to the international daCi treasurer by January 30<sup>th</sup> even if you have not got the money from all past members
- Send updated membership lists to the international daCi treasurer and to the secretary
- Send the remaining dues (or new ones) by May 1<sup>st</sup>

**7) Vote for the Executive Committee when you receive the Election Ballot**

Elections are held 15 months before the international conference