

NAPSW Regional Liaison and State Rep Duties — Revised

NAPSW relies on the power of networking for information sharing and for professional and personal support. The base of this network lies in the role of the **regional liaisons** and the **state and provincial representatives**. It is important that we have all regions and the individual states/provinces represented so that we as an organization can gather representative information for its members.

The duties of the regional liaisons and state/provincial representatives are as follows:

NAPSW REGIONAL LIAISONS

1. Maintain an email list of your state or provincial representatives and maintain contact with them. When the vice president passes on names of new members or lapsed members, we need you to disseminate these names to the appropriate representative for follow up. The emails of your representatives can be found at <http://www.napsw.org/regional-liaisons-and-state-representatives>.

You can also do monthly searches to see if there are new members. [Click here](#) (or log in to NAPSW.org and go to the member home page) for a tutorial video on how to do a search. As a Regional Liaison you have access to view members' addresses and phone numbers if you want to snail mail or call them.

2. Create and maintain an online presence in our online membership system. This includes joining the Regional Liaison and State Rep Circle, your own Regional Circle, uploading your photo (if you are comfortable having one online) and a short bio, and attempting to connect with everyone in your region and inviting them into your circle. It also includes semi-regular posts in your circle. The tutorial video on the NAPSW.org member home page will also show you how to do this.
3. Reach out to colleagues in your area to tell them about NAPSW. Ideally, contact several perinatal settings a year (*especially during our March recruitment campaign*) to provide information about NAPSW and relay names and addresses of interested parties to the membership committee. Reach out to your other Regional Liaison colleagues in the Regional and State Rep circle or to the NAPSW VP if you are not sure how to begin or want ideas on how to do this.
4. Work to identify and maintain state/provincial representatives for your region and keep the vice president aware of any changes or additions.
1. Respond to requests by the Forum Editor for requests for member input when member surveys are sent out. Note: you do not need to respond if the question is not relevant to you. Hearing what is going on in other regions allows us to network and learn from one another.
5. Post information you think would be helpful to members in your region regarding events, policies, new programs and other happenings in your state or province to your regional circle.

6. Assist the vice president and the Nominating Committee in identifying members who wish to become more involved by becoming a committee member, nominee for the board of directors or a regional liaison or state/provincial representative.
7. Attend the yearly national conference as you are able and coordinate with members in your region, if you are able. This is especially helpful during the business meeting or other conference times when members are seated by region
8. Remain a paid member of NAPSW during your tenure.

NAPSW STATE/PROVINCIAL REPRESENTATIVES

1. Reach out to colleagues in your area to tell them about NAPSW. Ideally, contact several perinatal settings a year (*especially during our March recruitment campaign*) to provide information about NAPSW and relay names and addresses of interested parties to the membership committee. Reach out to your Regional Liaison, your colleagues in the Regional and State Rep circle, or to the NAPSW VP if you are not sure how to begin or want ideas on how to do this.
2. Remain in regular contact with your regional liaison and filter information you think would be helpful or relevant from members to the administrative levels of NAPSW as well as the greater membership in your area.
3. Create and maintain an online presence in our online membership system. This includes joining the Regional Liaison and State Rep Circle, your own Regional Circle, uploading your photo (if you are comfortable having one online) and a short bio, and attempting to connect with everyone in your region. It also includes semi-regular posts in your circle. Post information you think would be helpful to members in your region regarding events, advocacy efforts, policies, new programs and other happenings in your state or province to your regional circle.
4. Follow up by welcoming new members to NAPSW and call/email expired members when names are provided to you by your regional liaison. You can also do monthly searches to see if there are new members. [Click here](#) (or log in to NAPSW.org and go to the member home page) for a tutorial video on how to do a search. As a state representative, you have access to view members' addresses and phone numbers if you want to snail mail or call them.
5. Respond to requests by the Forum Editor for requests for member input when member surveys are sent out. Note: you do not need to respond if the question is not relevant to you. Hearing what is going on in other regions allows us to network and learn from one another.
6. Assist your liaison, the vice president and the Nominating Committee in identifying members who wish to become more involved in NAPSW.
7. Plan to attend the yearly conferences during your tenure, if you are able. Yearly conferences are optimal for networking with the membership at large and revitalizes for the year to come.
8. Remain a paid member of NAPSW during your tenure.