

Guidelines for Planning ESPAW Regional Meetings

Organize and calendar activities for the year and delegate responsibilities.

In August and September

- With your Region president (or officers) plan your calendar, usually 3-4 meetings per year.
- You may decide to establish a theme for the year.
- Recognize new administrators and contact nonmembers to personally promote membership in AWSP and encourage the attendance of new middle level principals and assistant principals at the New Principals and Assistant Principals Workshops.
- Promote attendance at the fall conference.
- Encourage members to join PAC (political action committee of AWSP).
- Prepare a brief written and oral report to share your region's news at one ESPAW Board meeting per year.

Possible Activities for Meetings

Many regions elect officers each year: Delegating duties to officers and other members promotes ownership, attendance and spreads out the responsibilities during the year.

- Report AWSP and ESPAW goals and activities.
- Promote national conferences.
- Discuss nominations for ESPAW First/Second Vice Presidents.
- Organize dinner meetings with speakers/presenters.
- Recognize your secretaries at a breakfast or dinner meeting.
- Invite AWSP executive officers or AWSP staff to attend meetings:
Possible topics: legal issues, AWSP member services, principal leadership, AWSP cluster grants, state and national recognition applications for principals, legislative updates, professional staff development opportunities, state and national conferences.
- Plan a joint meeting with another region.
- Apply for Regional In-service funds from ESPAW; Each region is to receive \$2 per member plus \$250 annually.
- Use an AWSP cluster grants (up to \$800) to facilitate professional growth activities for principals in your region.
- Hold meetings in different places including rotating to various school sites or use the meeting facility at the AWSP office if your location permits.
- Use your districts' resources and personnel for speakers and presentations.