



PROVINCE REPRESENTATIVE RESPONSIBILITIES

On behalf of the Board and the members, thank you for taking on the role of Province Representative. Your role provides an ongoing and important connection with our members and colleagues throughout the year. For comments, suggestions or questions, please contact the Member-at-Large.

Things to do as you begin:

- Make sure you have the contact information for the Member-at-Large and that he/she has yours.
- If you are not already on the BEST-Exchange Google group, contact the Communications Officer to get connected.
- Become familiar with our web site: <http://bestatwork.weebly.com/>.
- Create a group or list of your Province members including primary contact information.
- Communicate *at least* quarterly.

During the year:

- Contact new members within the first two months of their starting a position in Bishop's office.
- Contact all members who are leaving for appropriate good-bye and pastoral care if needed.
- Pass information on new and departing members to the Member-at-Large in a timely manner.
- Communicate with your Province after the annual conference highlighting what occurred and let those not in attendance know they were missed.
- Encourage members to use BEST-Exchange Google Group and the BEST website (<http://bestatwork.weebly.com/>) for information and resources.
- Give everyone the date and location of the next year's conference.
- Read and respond to emails from the Member-at-Large and pass on information you may want to share with Province members.
- Remind your Province members to share news-worthy information, professional and personal, with each other and pass on appropriate information to the Member-at-Large.
- Submit anything you feel is newsworthy/appropriate to the Communications Officer for the newsletter. Pictures are always welcome!
- Make one personal phone call initially then maintain contact via email, phone, etc. during the year to check in with each Province member. Be sure to report back to the Member-at-Large what's going on with individual members and the Province as appropriate.
- Remind your Province members that B+E+S+T has a chaplain, the Rev. Canon Hannah Anderson (<http://bestatwork.weebly.com/resources.html>), who is available to them for pastoral care any time during the year, not just at conferences.

Suggested connecting opportunities:

Schedule Conference calls

Schedule SKYPE or ZOOM conversations

Use Facebook

Plan a Province retreat