

**South Carolina Association of
Extension Administrative Professionals**

Regional Meeting Guidelines

The Board Member(s) responsible for conducting Regional meetings will be expected to use the following guidelines:

- **Secure Location, Date and Time of Meeting**
- **One and one-half hours of the meeting should be designated to Professional Development**
- **Send draft letter of invitation for approval to SCAEAP Advisor, Carroll Culbertson (CCLBRTS)**
- **Obtain permission from your Regional Director to attend the meeting.**
- **E-Mail approved letter two weeks prior to the Regional Meeting to members, non-members, and retirees. Retiree Representative can provide names, addresses, and e-mail addresses (when available) of retirees in each region. Most retirees do not have e-mail so meeting invitations, etc., have to be mailed via U.S. Postal Service.**
- **Announce in the letter that SCAEAP membership dues will be collected at the Regional meeting.**