

### **Area 10 Sub-Area (aka State Chair)**

Shall serve for two years and may be reappointed for additional terms as long as the individual is willing or until it has been determined the individual has not fulfilled their duties.

Approved: June 12, 2024

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall work with the Area 10 Event Chair to assist with events happening in their state.
3. Shall try to attend all Area 10 sponsored and HMA endorsed events in their state.
4. Shall present a report at Area 10 Board of Directors' meetings about events in their state.
5. Shall be responsible for the effective administration of the Handchime/ Handbell Loan Program (as set forth in the Policies and Procedures manual) for their state.
6. With assistance from the Area 10 Board of Directors shall develop and maintain a list of mentors in their state.
7. May assist the Communications Chair as Webmaster, Newsletter Editor, Social Media Manager or Print Media Manager.
8. Shall access the National membership list monthly.
9. Shall contact new/renewing/lapsed members and then report the results of these contacts back to the Membership Chair monthly.
10. Shall send each new member a letter of welcome which includes ways to find out what is happening and what is being offered in Area 10.
11. After the initial contact, shall offer support and ongoing connection to new/renewing/lapsed members.
12. Shall serve as a voting member of the Board of Directors as outlined in the Area 10 Bylaws.
13. Shall submit an article to the Communications Chair for publication in the "Campanologist," once a year.
14. Shall maintain an active membership in HMA.