

## USLCA Liaison Position Description

The WALC member who is the USLCA Chapter representative is responsible to be on Quarterly USLCA Chapter Calls.

- The calls are third Thursday of February, May, August & November 7-8 pm CST
- The WALC chapter representative will be given a toll free number to call and is expected to be on the call, participate in the call and report back to WALC Board and at WALC meetings
- WALC USLCA representative will fill out quarterly reports and send to USLCA
- See below for example of email WALC representatives receive
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Chapter representative is responsible for utilizing \$300 stipend from USLCA annually to procure USLCA educational Materials

- These materials are utilized at annual WALC conference at USLCA and WALC booth at annual conference and WALC meetings
- Chapter representative can update and modify WALC chapter area on USLCA chapter portion of website
- Chapter representative must be a WALC and USLCA member
- Candidate will attend WALC meetings

### Upcoming Chapter Call and Chapter Report Deadline

Dear USLCA Chapters,

I wanted to send a reminder about a couple upcoming items:

#### Quarterly Chapter Call

Our next quarterly Chapter call will be on Thursday, **May 21<sup>st</sup>** at 8 ET/5 PT. If your primary contact is unable to join the call, please designate an alternate Chapter member. Additionally, if you have any agenda items, please send them to me by Monday, May 18<sup>th</sup>.

#### Quarterly Chapter Report

The next USLCA chapter report for the January – March 2020 quarter is due by **May 31<sup>st</sup>**.

If you haven't already done so, please have a chapter representative submit the quarterly report [here](#).