



TEDA LEADERSHIP GUIDANCE

All emails and social media postings relating to TEDA Leadership and Training are under the supervision and monitoring of the TEDA Executive Board. Supervision of such leadership is a role of the TEDA President-Elect, with the President-Elect maintaining the ability to communicate with the TEDA President, TEDA Past President, and other TEDA Board members as needed.

LEADERSHIP TRAINING:

Leadership training is to be held in person each year at the TEDA Conference. Such may also be offered in person or virtually, per request, to a group or to individual chapters. Leadership training responsibilities may be divided by regions/areas and assigned to TEDA Board members on a voluntary basis. The training materials will be designed by the President-Elect or other designated TEDA Board members. The training and materials will be the same for all TEDA training sessions.

Training materials should include:

- PowerPoint Presentation
- Samples of agendas, officer reports, officer duties, sample letters to chapter members, samples of bylaws/standing rules, and other materials, as deemed necessary by the President-Elect
- Separate training by the TEDA Treasurer, as necessary, for chapters needing to know how to start a checking account (for previously inactive chapters) or how to transfer an existing account to new officers. (Note: inactive chapters or chapters with no bank account will be offered a \$2,000 one-time transfer by the TEDA Treasurer, once an appropriate bank for the said chapter is located.)

TEDA EMAILS/List Serve Use:

TEDA emails sent using the TEDA listserv are approved and sent to the TEDA Administrative Assistant via the President-Elect (or designee in his/her absence). The listserv may be used to email all TEDA members or TEDA members by chapters, as deemed necessary, to notify TEDA members of training opportunities.