

DRAFT

META Regional Director Guide/Best Practices

META has divided the state into [nine regions](#) that align closely with the regions of the Montana Association of School Superintendents (MASS). Each META region is represented by a regional director that sits on the [META board of directors](#) throughout their term. Your regional director is a great place to start if you have any questions.

Expectations

- Each region is expected to host at least 3 regional meetings per school year. Best practice is to hold these meetings in conjunction with the regional MASS meetings. The intent behind this best practice is to allow opportunity for META members to engage in meaningful conversation surrounding educational technology with the superintendent.
 - Sample agendas are included with this guide. Content of the meetings should center around topics of interest to members in the region
 - Each meeting must have time on the agenda to allow for the META membership to bring concerns regarding META operations to the group.
 - Agendas and minutes should be shared with the full META membership and any members can attend meetings in the region of their choice.
- The regional director will be asked to give a summary report at each Board Meeting of the activities and concerns from their region.
- Each region is encouraged to host at least one TechTalk in their region per year.
- Regional directors should make sure to communicate and discuss META Board issues/actions at their meetings
- The regional meetings should include a time for summarization of the actions of the META Board and solicit input from members into the agenda of the Board.
- Regional Directors are responsible to solicit membership in their region
- If the Regional Director finds they must vacate their position they are responsible to find a person to replace them

TechTalks

- A TechTalk is a gathering of META members and non-members centering around topics of interest. The format can be roundtable discussion, formal presentation from one or several professionals or any other effective format the regional director sees fit
- TechTalks are open to anyone who wishes to attend
- Regional directors should make sure to capture contact information for all those in attendance of the TechTalks and include all those in attendance regarding future gatherings
- It is a good idea to have membership forms available at each gathering and encourage those who are non-members to join by sharing with them the META Member Benefits
- Regional Directors should make sure to have a simple feedback mechanism in place for use at the conclusion of each TechTalk
- If a Regional Director wishes to have a vendor sponsor a META TechTalk the vendor must first have gone through the established META Vendor Sponsorship process