

## Region Training 101:

1. Introduction of Region Development Dept. – Overview (Chris)
2. Position Definitions – RE, Asst. RE, Secretary, Treasurer, Membership Chair, other board members (Rick)
  - a. Security of finances – checks & balances
  - b. Planning for the future
3. “Organizational Chart” for the club (Rick)
4. SCCA Login – Leadership Portal (Rick)
5. Charters/Taxes/Contact Information (Rick)
  - a. IRS annual filing requirements
  - b. State reports
  - c. Bylaws
  - d. Officer updates
6. Region Accounting (Rick)
  - a. Monthly Invoice Summary
  - b. Online lookup
  - c. Payments
7. Event Sanctions (Rick, Jamie)
  - a. Current Process – Region responsibilities
  - b. What we do with Sanction Application
  - c. Events In Your Area
8. Introduction of Membership Dept. – Overview (Aimee)
9. Membership Reports/Member Lookup (Aimee)
  - a. Region reports & access
  - b. Member lookup & required permissions
  - c. VIP Lookup
10. Overview of Membership Products (Aimee)
  - a. Region Dues
  - b. Regular Membership
  - c. Membership Discounts
  - d. VIP Program
  - e. Weekend Membership
    - i. Value added, simple approach
    - ii. Processing & billing
11. TNIA Region Grant Program
  - a. What information is requested, what qualifies
  - b. Where to file request
  - c. When are submissions due

## Region Training 201:

1. Administration of Event, Annual & Minor Waivers (Aimee)
2. Understanding SCCA Bylaws & Policies – Member Actions (Rick)
3. Welcoming Environment Discussion (Chris)
4. Membership Statistics/Demographics (Rick)