

THE HERB SOCIETY OF AMERICA, INC.
RESPONSIBILITIES OF A UNIT CHAIR

Approved February 2013

Responsibilities of a Unit Chair in their relationship to The Herb Society of America are:

1. Ensure the following is sent to headquarters in a timely basis:
 - a. The unit's annual transmittal documents and accompanying schedules as outlined in the Guidelines for Preparing the Unit Annual Transmittal by the stated deadline.
 - b. Dues and payment for optional insurance coverage are remitted with the transmittal.
 - c. Name, address, phone number, and email of each NEW member as soon as they are accepted into the unit using the New Member Information Sheet.
 - d. Updates of any contact information for members who have moved, changed phone numbers, names and/or email address
 - e. The name of any member who has died or resigned
2. Ensure that if a unit newsletter is published either in print or online, a copy of each newsletter is sent to the library at headquarters when published. Email is the preferred method of transmitting your unit newsletter to headquarters and can be sent to library@herbsociety.org
 - a. Units are encouraged to distribute newsletters to their district membership delegate, President, Vice-President, Secretary, Publications Chair, Membership Chair, other unit chairs, and when possible to the remaining board members. Their email addresses can be found on the HSA website.
 - b. Unit newsletters sent to headquarters via email are posted on the HSA website under the Members Only Section. Please refer to the guidelines in the Unit Resources Book.
3. Ensure public events and program information are submitted to headquarters via the online submission form for inclusion in the national newsletter and the HSA website. See guidelines in the Unit Resources Book.
4. Ensure archival materials are sent to HSA library at headquarters, including originals or copies of newspaper or magazine articles about unit activities or members.
5. Ensure that the full name of the unit "The Herb Society of America, XYZ Unit" is used in all unit publications and in publicity for unit activities.
6. Ensure that news articles featuring the unit or a specific member are sent to HSA Headquarters (executive director and/or library) to share member recognitions and accomplishments with HSA members. Either the news article or a link to the publication may be furnished.