

Tips for New Members

And Reminders for Current Members

1. Constantly check WTSBOA.com for information.
 - a. Many current members have made the “What’s New” tab their home page.
 - b. The Calendar is one of the most important resources you can use.
 - i. It has registration and payment deadlines you NEED to know.

2. “Director of Record” is a term you need to be familiar with.
 - a. You are responsible for every student you register for any WTSBOA event.
 - i. Check the calendar to see what events are WTSBOA-sanctioned.
 - b. Payments and registration must be met by deadline or there will be fines.
 - c. You must be present at every event that you register your students for.
 - i. Your students will be disqualified if you are not present!
 - ii. Also, be prepared to help work the entire day at these events.

3. The Constitution and by-laws are found on the website.
 - a. It is a boring read, but all rules and requirements for every event can be found there. You don’t have to memorize it, but please use it as a resource.
 - b. Not only is this helpful, but you are ultimately responsible to your students for the procedures and responsibilities found in the Constitution.

4. You are required to attend two of the three General membership meetings that are found on the Calendar. Make sure you sign in at these meetings so that we have documentation of your attendance.
 - a. They are in August, All-West Clinic (usually in February), and May.

5. If you ever have questions or doubts, please ask!
 - a. Use the Directory on the website to find email addresses of directors near you.
 - b. If all else fails, email officers@wtsboa.com
 - i. We will reply as best we can. Usually we converse with each other to find the best response before we give reply.