

I-ACT
Regional Representative's
Handbook

International Association
for
Colon Hydrotherapy

I-ACT
I-ACT Home Office
Phone 210-366-2888
Fax 210-366-2999

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1. Purpose:

The Purpose of the Regional Representatives is to be an extension of the I-ACT Board of Directors. They should establish contact with their region, and plan for and hold Regional meetings at least one time per year, and more often if required or desired. Regional Representatives are responsible for attending the annual convention to participate in the administrative activities such as yearly Regional Representative Meeting, instructor evaluations, testing and scheduled events.

2. Qualifications and Duties:

The following qualifications are required for an individual to hold the position of an I-ACT Regional Representative:

1. Complete Regional Representative Application
2. A Full Member in Good Standing
3. I-ACT Certified Instructor
4. NBCHT Certified.
5. Graduate of the I-ACT Ambassador Program.
6. Provide two professional references from Colon Hydrotherapist in your area.

Regional Representative Duties:

1. Hold at Least One Meeting Per Year.
2. Attend the Annual Convention – Representatives who hold a profitable meeting during the year receive 50% off the registration price upon registering for the Convention.
 - a. At the Convention, the Regional Rep will:
 - Attend the Instructor Evaluations and grade the new instructors.
 - Man the Regional Rep Booth as assigned.
 - Participate with Thursday Regional Rep Lunches.
 - Assist the Board as needed.
3. Participate with “GoToMeetings” as scheduled by Regional Rep Chairperson

3. General:

The Regional Representatives of I-ACT are an extension of the I-ACT Board. When operating in the capacity of Regional Representative, they should at all times support and uphold the policies of I-ACT as presented by the I-ACT Board of Directors. A Regional Representative should at all times be completely fair, impartial and professional.

During regional meetings, and anytime they are acting in the capacity of Regional Representative, they should ensure that there are no derogatory comments or judgments made about any I-ACT instructors, schools, manufacturers or equipment. They should ensure that no one talks about the actions or failings of another colon hydrotherapist. No grievances will be discussed during a regional meeting unless the results of the grievance committee have been made public. All complaints or problems should be put in writing and forwarded to the I-ACT Grievance Committee.

Regional Representatives are encouraged to be professional, supportive, positive, upbeat, and energetic.

4. Regional Meetings:

Regional meetings should be held at least one time per year and more often if required or desired. A Regional Meeting is not meant to replace the Annual I-ACT Convention. A Member of the I-ACT Board of Directors will be present if possible.

The Regional Representative may use the “GoToMeeting” or Webinar system from I-ACT. It will require the Regional Representative to get trained on the system and be prepared to use it.

Regional meetings are held to update the individuals of the region on matters of importance to that region, to allow a forum so individuals of I-ACT may complete the requirements for Level 1, Level 2, or Level 3, offer NBCHT CEU’s, and to allow a time and place for members of I-ACT to share and learn from one another. Regional meetings are not to be a forum to sell products, services or equipment.

a. The Regional Representative is responsible for determining the meeting date, location, establishing the agenda, and scheduling members that require time on the Regional Meeting Agenda to complete their Level 2 (30 minute) presentation. Additionally, time should be allocated to allow for level 1, level 2 and level 3 testing. See Appendix 1 for a Proposed Agenda for Regional Meetings.

Location/Meeting Rooms: The Regional Representative is responsible for finding a meeting space, and scheduling an appropriate room for the meeting. The cost for this space should be as low as possible so we can keep the costs of the Regional Meetings down. When you have identified a potential meeting space, contact the I-ACT Home office and get approval prior to signing a contract. I-ACT will pay for the cost of the Meeting room. I- ACT will not provide meals. Check with your local libraries, community centers or local I-ACT Schools/members

(to see if they availability of meeting space), etc., to attempt to find free/low cost space for the meeting.

Equipment: If there is a requirement for equipment such as Overhead Projectors, Slide Projectors, etc. I-ACT will cover the cost to either lease/rent/or purchase this equipment. Prior to committing to any rental/lease/or purchase, contact the I-ACT Home Office for approval.

Agenda for Meeting: The Regional Representative has full authority to establish the schedule of events for the Regional Meeting. Special care should be taken to ensure there is sufficient time for all individuals desiring to give a Level 2 presentation. See Appendix 1 for a Proposed Agenda for a Regional Meeting.

Meeting Expenses and Documentation: Expenses for all aspects of the meeting should be tracked on the Regional Meeting Expense Report found in Appendix 2. Should you be required to travel, I-ACT will reimburse you for one night of lodging, unless otherwise approved.

I-ACT recommends that the Regional Representative prepare a large mailing envelope in advance to mail documents to the I-ACT Home Office. Documents may include the following: Expense Report and Receipts, Registration and Testing Fees, Test Answer Sheets, Evaluation Sheets, NBCHT CEU documents and others as needed. This prepared envelope can be used at the meeting to keep these important documents organized and protected. You may wish to make copies of all the documents for your records before mailing them.

All documentation should be returned to the I-ACT Home Office as early as possible after the Regional Meeting and members should be advised to contact the I-ACT Office for results of their testing and evaluations.

You may also prepare a brief note about the meeting and include a picture for the I-ACT Quarterly; this may also be emailed to the home office.

b. The Regional Representative will formally announce the date of the Regional meeting in the I-ACT Quarterly by providing the details to the I-ACT Home Office in advance (see Appendix 3 for notification form). It is recommended that you choose a date and location 4–6 months in advance and consider the October/November and or February/March timeframe.

c. The Regional representative will coordinate with the I-ACT Home office to ensure registration flyers are mailed out 2 months prior to the Regional Meeting, and to have as widespread dissemination of the Regional Meeting dates as possible. The office will send out an E-Blast with the information and will place it in the quarterly. Provide the information to the I-ACT Office at least two months prior to your meeting date.

The-ACT office will provide the Regional Representative with names and phone numbers of all members in their region so they may contact those individuals. (NOTE: Remember, that

these lists are confidential, since many of the individuals on the list have not given I-ACT Permission to release their names). Also, if you are aware of colon hydrotherapists in your area who are not I-ACT members, it is permissible to inform them about the meeting.

I-ACT recommends that you formally contact members in your area starting at least two months prior to the scheduled meeting date. Speaking with members or leaving messages by introducing yourself, giving the date, time and location of meeting, encourage attendance and early registration and most importantly asking if they have any testing or presenting requirements. This proactive strategy will allow you to develop the meeting agenda and offer support to members who have certification needs.

The Regional Representative and I-ACT Office will then begin to receive calls and registration forms from members. The Regional Representative and I-ACT office will begin a list of members attending the meeting and identify if they need to test and/or present for certification levels. It is important to communicate with the I-ACT Office to share information about members that will be attending the Regional Meeting. See Appendix 4 for the I-ACT Regional Meeting Registration List.

d. The Regional Representative will ensure that all individuals that participate in the Regional Meeting have paid the appropriate fees, and that those individuals who will be testing have also paid their testing fees to I-ACT. This may be accomplished by contacting the I-ACT Home office and comparing the attendance data that the Regional Rep. has with the I-ACT Home Office data. I-ACT will send each region an updated list of attendees just prior to the Regional Meeting.

Unpaid registration, testing or membership fees can be collected as members check in at the meeting. Note: The I-ACT Board Member, the Regional Representative, and one Assistant to the Regional Representative are not required to pay the Regional Meeting Registration fee.

e. Testing at the meeting will be proctored in a professional manner by the Regional Representative or other I-ACT Certified Instructor. The environment needs to be well lit, quiet and conducive to test taking. The allotted time for testing is 2 hours.

The Regional Rep will ensure that all tests are protected by collecting tests and answer sheets from each candidate, and that all testing is done appropriately and without any assistance. Members should be advised to contact the I-ACT Office for results of their tests.

f. Three NBCHT Continuing Education Units (CEU's) are allowed per Regional Meeting and the Continuing Education Program Application must be completed and approved by the National Board prior to the meeting. The Regional Rep will identify as early as possible any instructor presentations to be given or guest speakers prior to the meeting to complete the CEU Application. The application can be downloaded from <http://i-act.org/CEUApplicationCriteria.pdf>.

Record keeping for NBCHT Continuing Education is important in ensuring members are awarded their earned credits and that the NBCHT meets the accrediting/certifying board's documentation requirements. All members may participate in the program but not all members are Nationally Certified, however members who are Nationally Certified need to sign in and sign out on the NBCHT CEU Sign-In/Out Sheet included as Appendix 6 which you complete with meeting/speaker details.

The completed sign in/out sheet should be copied with one copy for your meeting records and the original is sent to the NBCHT office for proof of attendance. NBCHT documents can be put in an envelope labeled "NBCHT" and mailed along with the other I-ACT paperwork.

g. Questions/Concerns: If a Regional Representative has any questions or concerns, they may immediately call the I-ACT Home Office and alert the Home Office about the concerns or questions. If the I-ACT Office does not have an answer, they will get one from the Board of Directors of I-ACT as expeditiously as possible.

5. Important Consideration:

Finally, it is important to remember, as I-ACT gets bigger, every member of I-ACT deserves to have their voice heard, and their concerns listened to. In this capacity, the Regional Representative can be at times the first line of communications. Strive to make everyone in your region feel that they are the most important person in I-ACT. After all, they are important; they are an I-ACT Member, and they are in your Region.

Appendix 1

Proposed Agenda for Regional Meeting

- 8:00 AM – 10:00 AM.....Testing Levels 1, 2, & 3
- 10:00 AM – 10:05 AMOpening Address: _____, Regional Representative
- 10:05 AM - 10:15 AMIntroductions – Name, Location, How long a C.H.
- 10:15 AM - 11:00 AMDiscussion of local events and I-ACT Information
- 11:00 AM - 12:00 PM.....Instructor Presentation #1 (Evaluate on green sheet)
- 12:00 PM - 1:00 PMLunch
- 1:00 AM - 2:00 PMInstructor Presentation #2 (Evaluate on green sheet)
- 2:00 PM - 3:00 PMGuest Speaker
- 3:00 PM - 4:00 PM.....Four Individuals for Level 2 (15 Min. ea.-evaluate on Blue Sheets)
- 4:00 PM - 5:00 PMInstructor Presentation #3 (Evaluate on green sheet)
- 5:00 PMClosing Remarks - Regional Representative

Appendix 2

I-ACT Regional Meeting Expense Report

Date: _____

Regional Rep. Name: _____

Region: _____

Meeting Date: _____ Meeting Location: _____

Expenses: (receipts attached)

Meeting Room Rental: \$ _____

Hotel: \$ _____

Phone Expense: \$ _____

Beverage Expense: \$ _____

Office Supplies: \$ _____
(Name tags, folders, pencils)

Misc: \$ _____

Total: \$ _____

Regional Representative Signature: _____

Signature of Approving Officer (President/Treasurer): _____

Date Approved: _____

Date Paid & Check Number: _____

Appendix 3

Meeting Announcement Notification

Date:

Attn: I-ACT Office

Please post the following information about our regional meeting in the I-ACT Quarterly and the I-ACT web site.

Thank you,

Name of Region:

When:

Where:

Contact Person:

Phone No.:

Cell No.:

Email:

List of Hotel Accommodations:

Please register by this date:

I-ACT Regional Representative Report

This report is of the Regional Meeting held

At : _____

On: _____

In attendance at this meeting were the following individuals:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Use additional sheets as required.

Individuals testing at Level 1 were:

1. _____
2. _____

Individuals testing at Level 3 were:

1. _____
2. _____

Appendix 5

I-ACT Level 2 Presentation - Evaluation Form

Individual Being Evaluated _____

Presentation Date _____ Location _____

Evaluator's Name _____ Score: _____

Please elaborate on your judgments and opinions in detail whenever possible
(10 points each - if applicable):

- 1) Start / stop on time?
- 2) Did Lecturer introduce themselves?
- 3) What did you learn from this presentation?
- 4) Was it stimulating?
- 5) Did the speaker appear groomed?
- 6) Personality / attitude / smile?
- 7) Was the speech interesting, did it capture audience and keep their attention?
- 8) Communicate to audience / eye contact / relate to audience?
- 9) Speak clearly / formulate well?
- 10) Seem to be knowledgeable / is prepared?

Comments:

I Recommend (circle one):

Pass

Fail

Evaluator Signature: _____

(Please return to I-ACT home office)

Write on back if necessary.

NBCHT CEU Sign In/Out Sheet

Date: _____

Event: _____

Topic: _____

Location: _____

Time: From: _____ to _____ Total Hours: _____

Please sign In and Out

Name	Time In	Time Out
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____

Use additional sheets as required.