

MIDWEST REGIONAL BOARD OF DIRECTORS CALENDAR OF DUTIES

Position on Board: **Chair**

Date: 2003 - 2004

Position Overview: Chair the Regional Conference; serve on the National Board of Directors (assuming vacancy); notify Regional Board members of and conduct two Regional Board meetings; appoint committees as needed; act in a liaison capacity with the National President of CUPA-HR and national board, etc. Oversee performance of all Regional Board members.

Please indicate the duties of this position each month of the term. Attach sample correspondence, forms, checklists, contracts, etc. Prioritize within month if necessary.

July	Must Be Completed By:
Maintain communication with Midwest Regional representatives on the national board to advance regional goals and needs	Ongoing
Attend National Board Meeting	
Monitor sponsorships and exhibitors; negotiate with major sponsors (e.g., VALIC) if feel appropriate. Monitor regional financial reports from National Office.	Ongoing
Review contract for conference site and make changes e.g. room block in accordance with contract terms. Make list of deadline dates e.g. menu selection	July 31
Send "Welcome/Appointment" letter to regional Board of Directors -Ensure they all have copies of National Policies and Bylaws	July 31
Schedule Fall Board Meeting <ul style="list-style-type: none"> • Send letter to Board including travel procedures, dates, times, and main items on agenda • Send memo advising Board members and others attending meeting on making travel arrangements with a copy to National Office • Make preliminary arrangements with hotel • Invite Program Planning Committee members • Recruit a Host Committee (could be state chapter) and invite Chair or on-site coordinator to meeting 	July 31 (confirm date with hotel - may need to be done earlier)
Update Reverse Calendar (Conference Timeline)	Fall Board Meeting

August	Must Be Completed By:
Open Master Account with hotel <ul style="list-style-type: none"> • Complete application if necessary • Provide tax-exempt verification 	At least one month prior to Board Meeting
Send confirmation letter to Hotel including list of Board Members and Program Planning Committee with sleeping rooms (day, date, number of rooms, and smoking preference), room rate (per contract - check on free VIP upgrades) billing procedures, meeting rooms, meals, and tour	August 15

of hotel; make hotel reservations for all attendees	
Make dinner reservations for evenings out during meeting	August 30
Make arrangements with Visitor and Convention Bureau for Chair, Chair-Elect and Past Chair to visit potential social event sites day prior to Board Meeting.	August 30

September	Must Be Completed By:
Send confirmation to meeting attendees regarding transportation from airport to hotel; meeting and dinner attire; hotel reservations; and detailed Board of Directors meeting schedule and agenda	At least three weeks prior to the Board Meeting
Conduct Board Meeting and determine Board goals	September 30
Review Regional goals and objectives, review board member timelines, and appoint special committees	
Attend MWR Fall Board Meeting	Sept 30
Request State Conference dates from Chapter Presidents and determine which chapter meetings will be attended by the Chapter Liaison and/or other Board members	At Board Meeting

October	Must Be Completed By:
Check in with Chair-Elect on Program Planning Committee progress	November 1
Work with and monitor on-site coordinator in confirming social events/volunteers: Chair should negotiate and finalize rates and prices with input from Treasurer.	Ongoing
Write "Message from the Chair" for Newsletter and send to Director of Communications	October 4 (or deadline established at Board Meeting)
Contact Director of Development regarding exhibitors and sponsorship progress	Ongoing
Begin to prepare budget projections for National Office (based on regional goals and in conjunction with Chair-Elect, Past Chair and Treasurer). Confer with other regions and participate in conference call(s) to discuss/coordinate regional/national budget requests.	
Review master account bill from hotel and submit to Treasurer to pay	generally required within 30 days
Submit expense report to MWR treasurer for travel expense reimbursement	One week after Board Meeting

November	Must Be Completed By:
Contact Board including information update: progress of Board goals; planning for Spring Conference, i.e., social events, recreational events, exhibitors/sponsors; and time, dates and general listing of agenda items for Winter Board Meeting	Thanksgiving

December	Must Be Completed By:

Send letter to Hotel confirming sleeping rooms, room rate, billing arrangements, meeting rooms and meals for Winter Board Meeting	December 31
Select Hotel menus for Spring Conference	Confirm date needed with hotel
Send confirmation letters to Board regarding meeting and dinner attire; hotel reservations; and detailed Board of Directors meeting schedule and agenda	At least three weeks prior to Board Meeting

January	Must Be Completed By:
Complete planning for Winter Board Meeting <ul style="list-style-type: none"> • Finalize conference details • Establish progress towards goals/objectives • All members bring updated information for conference brochure (on disk) 	January 31
Write "Message From the Chair" for Newsletter and conference brochure and send to Director of Communications and Chair-Elect, respectively	January 30
With Chair-Elect put together and finalize draft of conference brochure	January 31
Collaborate on Regional Report to National Office to be included in materials for spring Board Meeting	2 weeks prior to meeting
Sign Conference Registration Contract with National Office and designate three contacts	As determined by National Office
Attend MWR Winter Board Meeting	As Scheduled
Appoint conference site visit committee for conference 3 years ahead	At board meeting
Submit expense report to MWR treasurer for travel expense reimbursement	One week after Board Meeting

February	Must Be Completed By:
Work with Chair-Elect to select and order speaker gifts	At least four weeks prior to conference
With Chair-Elect put together and finalize draft of Conference Brochure	3 months prior
Ensure that conference brochure is printed and distributed 2 months prior to conference	
Oversee planning of Legacy Leadership track/session and send invitations	March 1
Review master account bills and submit to Treasurer for payment from Board Meeting	generally required within 30 days
Submit honorary life membership nominations to National Board for approval at National Convention	date changes annually - check with National Office for deadline

Submit nominations for Foundation Grant Scholarships to National Office	date changes annually - check with National Office for deadline
Coordinate Past Chairs luncheon with Past Chair (who coordinates details)	Two months before conference
Schedule Board meeting prior to beginning of conference: discuss last minute details and conduct other business as required	give everyone notice prior to making their flight reservations
Schedule wrap-up meeting/luncheon for Wednesday after the conference	give everyone notice prior to their making flight reservations
Order gifts (or ensure they are ordered) for Membership Coordinators and other special people	April 15

March	Must Be Completed By:
Prepare Welcome/Confirmation letter for National Office to send with conference confirmation information (can be from entire Board)	March 31
Monitor meeting/registration statistics from National Office	Ongoing
Check in with all host and social committees on status of conference tasks	2-4 weeks prior to conference
Select menus; estimate attendance at functions with hotel liaison	can be done any time once you have an idea of what the budget will allow

April	Must Be Completed By:
Finalize all social event arrangements	Six weeks prior to conference
Prepare and mail "Update and TO DO LIST" for the Conference to Board Members <ul style="list-style-type: none"> • Include dates and times for pre-Conference meeting and debriefing lunch 	Six weeks prior to conference
Make room reservations for all board members and National Office staff, National Presidents, etc. on Concierge level if possible	Six weeks prior to conference
Make hotel reservations for keynote speakers	Six weeks prior to conference
Determine who receives comp rooms and reduced rate rooms	refer to date in contract
Finalize all menus with Hotel	Confirm date needed with hotel
Write "Report from the Chair" for annual business report and sent to Director of Communications	April 30 or deadline established at Board Mtg.

May	Must Be Completed By:
Provide list of VIPs to hotel	Confirm date needed with hotel

Touch base with all Board Members and make sure they are on track	weekly for 3-4 weeks prior to conference
Prepare and mail detailed personal "protocols" to Board Members for all activities at conference - "WHO DOES WHAT WHEN" and agendas	Two weeks prior to conference
Receive updated registration count from National Office	daily for 2 weeks prior to conference
Confirm details/procedures concerning fun; make sure all details have been taken care of	1-2 weeks before conference
Chair, Chair-elect, Past-Chair, Treasurer meet with hotel liaison and staff; finalize meal counts; discuss room set-ups; go over all details	Friday prior to conference
Attend Board meeting.	Saturday before conference
Take to conference: gavel, extra brochures, speakers gifts, board meeting agenda; etc.	
Confirm details of social event; confirm counts and catering details	As required in contract
Attend MWR Conference	May 3 - 6
Meet and greet vendors.	During conference
Attend wrap-up Board meeting.	Wednesday after conference

June	Must Be Completed By:
Remind Chair-Elect to write "Message from the Chair" for July newsletter and send to Director of Communications	deadline established at meeting during conference
Update Calendar of Duties for all positions; send to Chair-Elect to send to all members of next year's board when "welcome/appointment letter" is sent	June 30
Send letter to all Board members thanking them for their service during the past year	June 30
Send all relevant chair materials to the Chair-Elect to use during the next term (e.g., conference planning manual, Board policy manual, etc). Determine what items the Past Chair has which should be passed on to other Board members.	June 30

NOTES

Incorporation duties - chapters will submit proposed by-laws to regional chair for review, to ensure that the chapter is not creating policy which contradicts that which is allowed by the region. The National Office will review the same documents from their perspective.

Consider charging expenses for the fall board meeting to the core account, since it has the greatest number of people in attendance.

Take CUPA-HR directory to Board meeting (good reference tool)

Assist chapters, Big 10 group, and other affinity groups with contacting appropriate person at hotel to reserve a room for meetings (if needed) on the Sunday of the conference. Make sure that they are billed separately for those expenses (not covered by the MWR!)

Attend Association Leadership Program - determine/identify potential leaders and new leaders who should also attend. Be sure to find out which MWR Board members or other regional members may be automatically invited to attend based on their participation on National committees.

Attend Past President's Reception at National Convention
- host special activities if Past Chair is from MWR (see attached)

Every five years, MWR hosts National Convention
- work with National Office to provide volunteers for program design and social activities

Every five years, MWR nominates cities for consideration as site of National convention (to be approved by National Board of Directors)