

# MIDWEST REGIONAL BOARD OF DIRECTORS CALENDAR OF DUTIES

**Position on Board:**    **Chair-Elect**

**Date:**    2003-2004

**Position Overview:**    Develop overall program for the regional conference. Serve on National Board (if vacancy exists). Work with the Program Planning Committee, Board and the regional chair to select keynote speakers. Oversee regional professional development activities. Assist chair with planning and miscellaneous projects throughout the year.

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

June	Must Be Completed By:
Write "Message from the Conference Chair" for Newsletter and send to Director of Communications	June 6
Complete annual report for Midwest Region and send to Executive Director	June 30
Nominate Honorary Lifetime membership from Midwest Region	June 30

July	Must Be Completed By:
Attend ALP	Summer
Submit "Call for Presenters" in MWR newsletter and Regional website	Fall newsletter
Ask Board, remaining Program Planning Committee members, and chapters for recommendations for vacant seats	July 30
Identify Program Planning Committee members	September 1
Analyze program evaluation summary from previous year; determine program changes/emphasis for following year	Fall Board Meeting
Decide on "theme" of program (in conjunction with Chair)	August 1
Update program summaries/data (see "Track.2" letter)	September 15

August	Must Be Completed By:
Send preliminary info to Program Planning Committee (see "Track.1" letter) To confirm they agreed Give ideas of programs/presenters Send letterhead for their use Invite to fall Board Meeting	September 1

<b>September</b>	<b>Must Be Completed By:</b>
Prepare report to Board for fall meeting conference theme, tentative schedule, ideas for keynotes, concurrent sessions, analysis of conference evaluations	Fall Board Meeting
Send detailed info to Program Planning Committee (see "Track.2" letter) forms / data / process to follow / deadlines	September 30

<b>October</b>	<b>Must Be Completed By:</b>
Contact Program Planning Committee members & make sure they are progressing	October 15
Work with Chair to line up opening & closing keynote speakers	Winter Board Meeting
Work with Chair to arrange conference social activities & select meals	Winter Board Meeting
Attend MWR Fall Board Meeting	October 17 - 19
Submit expense report to MWR Treasurer for travel expense reimbursement	One week after Board Meeting

<b>November</b>	<b>Must Be Completed By:</b>
Contact Program Planning Committee members and make sure they are progressing with soliciting proposals	November 15
Remind committee members of dates / duties (see "Track.3" letter)	December 1
Select site for guest visit to another region's conference (coordinate with Chair)	Winter Board Meeting
Begin contacting potential presenters and keynoters	December 1

<b>December</b>	<b>Must Be Completed By:</b>
Receive reports from Program Planning Committee members	December 8
Develop conference schedule draft	Winter Board Meeting
Update website with conference schedule, keynote information, etc. as program schedule develops	2 weeks prior to conference

<b>January</b>	<b>Must Be Completed By:</b>
Finalize conference program -- have program committee members confirm presentation times with speakers; review committee member task list and timeline	Winter Board Meeting
Write letter from Chair-Elect for program	Winter Board Meeting
Write info for newsletter	Winter Board Meeting
Develop draft of conference brochure Have Program Committee chair proof program schedules and descriptions (see "Track.4" letter)	February 1

Attend MWR Winter Board Meeting	As Scheduled
Submit expense report to MWR Treasurer for the travel expense reimbursement	One week after Board Meeting

<b>February</b>	<b>Must Be Completed By:</b>
Send proposal acceptance letters to selected speakers and confirm their schedules and presentation details (see "Track.5" letter)	February 15
Order speakers' gifts; coordinate with Chair re: other gifts being ordered	February 28

<b>March</b>	<b>Must Be Completed By:</b>
Send copies of conference brochures to track coordinators for them to share with speakers (see "Track.6" letter)	Mid-March
Have committee members follow up with speakers (see "Track.6" letter) Confirm #of handouts needed and who will make copies Confirm AV requirements Confirm they've registered for conference and at hotel Arrange for session introductions	Mid-March

<b>April</b>	<b>Must Be Completed By:</b>
Develop signage for conference	Before conference
Submit written report to Director of Communications for Midwest Region Annual Report	April 15
Provide updated list of speakers to National Office for Registration	Before conference

<b>May</b>	<b>Must Be Completed By:</b>
Confirm final details with Program Planning Committee (see "Track.7" letter) and ensure items on Program Planning Committee task list are completed	1-2 weeks prior to conference
Make packets for each committee member with instructions (see "Track.8" and "Track.9" letters). Include updated track-at-a-glance report.	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
Attend MWR Conference	May 3 - 6
Meet and greet vendors.	At conference
Promote next year's conference	At Conference
Attend wrap-up Board meeting.	Wednesday after conference
Summarize evaluations	After conference within two weeks

Provide Program Planning Committee with model thank you letters to send to speakers (see "Track.10" letter)	After conference within two weeks
Send Board copies of evaluation summary (see "Board.sum" letter)	After conference within two weeks

<b>June</b>	<b>Must Be Completed By:</b>
Send updated Calendar of Duties to Chair	June 15
Catch up on lost sleep and real work!	Whenever possible!
Write "Message from Chair" for summer newsletter, include "call for speakers"	As scheduled by Director of Communication

<b>NOTES</b>
Any contracts must be signed by Chair or Treasurer -- NOT Chair-Elect
Confirm availability of funds to pay expenses for concurrent speakers
Copy Chair on all correspondence regarding program
Refer to attached copies of correspondence