

NCCC WEST REGION ADMINISTRATIVE SCHEDULE

2020

JANUARY

- 1 Prepare and send proxy forms & stamped self-addressed envelopes to all WR club governors w/ return date no later than February 1 **(RE)**
- 1 Update WR Website for the new year. (New officers, governors, membership counts, etc.) **(Webmaster)**
- 1 Prepare and email Administrative Schedule to each regional officer and governor, and post it on WR Website. **(RE and Webmaster)**
- 1 Submit request for annual Regional Governors meeting rooms to NCCC Sgt. at Arms. **(RE)**
- 1 Add updated standing rules to the WR Website. **(RE)**
- 1 Prepare/update training material for new governors, add to WR website under "Members Only" tab, and direct new governors to that site for information about their new job. **(RMD and Secretary)**
- 1 Order regional officer shirts for those who would like them. **(RE)**
- 15 Send out regional Event Number notice to WR members no earlier than January 15. **(RCD)**

FEBRUARY

- 1 E-mail proposed February WR meeting agenda, treasurer's report, and docs to club governors and WR officers for review. **(RE)**
- 1 Obtain completed NCCC/WR proxy forms and sanction worksheets from each club governor. **(RE)**
- 15 Update regional Event Number listing on website. **(RCD)**
- 15 E-mail final February WR meeting agenda and treasurer's report to club governors and WR officers **(RE)**
- 22 Hold Regional Meeting at National Governors Meeting. **(RE)**
- 22 Confirm and approve 2020 West Region Final Sanction Plan forms returned by the club Governors **OR** hold a regional sanctioning meeting for the 2020 competition season. **(RE, RCD, RMD and Governors)**
- 22 Initiate annual financial audit, as needed. **(Treasurer & WR Member)**
- 22 Approve appointed officer candidates including Scholarship Committee Chair/Webmaster. **(RE recommendation w/governors' approval)**
- 22 Determine current year's regional meeting dates/locations. **(RE)**
- 26 Submit WR article for Blue Bars. **(RE, RCD, RMD)**

MARCH

- 15 Priority processing date cutoff for regional Event Number program **(RCD)**
- 22 Email minutes of February WR governors meeting to club governors and WR officers. **(Secretary)**

APRIL

- 13 E-mail proposed May WR meeting agenda, treasurer's report, and docs to club governors and WR officers for review. **(RE)**
- 30 E-mail final May WR meeting agenda and treasurer's report to club governors and WR officers **(RE)**

MAY

- 2 Hold Regional Meeting at National Governors Meeting. **(RE)**
- 2 Report results of annual financial audit, if necessary. **(Treasurer)**
- 2 Approve appointment of 3 reviewers for Scholarship Committee. **(RE w/governors' approval)**
- 6 Submit WR article for Blue Bars. **(RE, RCD, RMD)**

15 Annual IRS not-for-profit tax return (Form 990-N) electronic filing deadline. **(Treasurer)**

JUNE

2 Email minutes of May WR Governors Meeting to club governors and WR officers. **(Secretary)**

JULY

5-10 NCCC National Convention, Indianapolis, IN

AUGUST

1 Deadline for receiving WR scholarship applications.

1 Send WR scholarship applications to Scholarship Committee Chair for review. **(RE)**

22 E-mail proposed September WR meeting agenda, treasurer's report, and docs to club governors and WR officers for review. **(RE)**

SEPTEMBER

5 E-mail final September WR meeting agenda and treasurer's report to club governors and WR officers. **(RE)**

12 Hold Regional Meeting at National governors meeting. **(RE)**

12 Consider Scholarship Committee recommendation and name WR scholarship recipients. **(WR Governors)**

12 Officer nominations submitted to Secretary in writing or electronically by West Region members. **(WR interested members)**

15 Submit WR article for Blue Bars. **(RE, RCD, RMD)**

OCTOBER

12 Email minutes of Sept. WR governors meeting to club governors and WR officers. **(Secretary)**

15 E-mail proposed November WR Meeting agenda, treasurer's report, and docs to club governors and WR officers for review. **(RE)**

30 E-mail final November WR meeting agenda and treasurer's report to club governors and WR officers. **(RE)**

NOVEMBER

7 Hold Regional Meeting at National Governors Meeting. **(RE)**

7 Elect next years' Regional Officers, announce election results and destroy election ballots (if needed). **(Secretary)**

7 Appoint Annual Financial Audit Committee. **(RE)**

7 Review 2021 West Region Sanction Planning Request Forms submitted by club Governors. **(RE, RCD, RMD and Governors)**

7 Remind Governors that the regional Event Number program begin January 15. **(RCD)**

10 Submit WR article for Blue Bars. **(RE, RCD, RMD)**

30 Deadline for West Region annual club dues. **(RMD)**

DECEMBER

1 Email membership renewal materials to National VP of Membership. **(RMD)**

7 Email minutes of November WR governors meeting to club governors and WR officers. **(Secretary)**

15 Email updated roster of WR officers and governors to club governors and regional officers. **(RE)**