

Key Activities in CWEA

January

- New Officer & Committee Lists Due (for installations in February)
- Local Section Bank Account Signature Cards Due (for officers changing in January)
- Certification Exam
- SRC Meeting
- State Board Workshop & Meeting
- State Awards Due to Office (see Awards Binder for precise date – no extensions granted)

February

- Local Section Bank Account Signature Cards Due (for officers changing in February)
- Scholarship Application Deadline
- P3S Annual Conference

March

- New Officer & Committee Lists Due (for installations in April)

April

- Local Section Bank Account Signature Cards Due (for officers changing in April)
- Local Section Annual Budget and Reserve Fund Report Due
- Annual Conference
 - o Board Meeting
 - o Election of state Board of Directors
 - o NRC, SRC, and Joint Regional Committee Meeting (determines LS Dues)
 - o Training Coordination Committee Meeting

May

- New Officer & Committee Lists Due (for installations in June)
- Receive new state Board Liaison assigned to section
- Update State Board & Committee lists

June

- Local Section Bank Account Signature Cards Due (for officers changing in June)
- Awards Binders sent to local sections and committees (see binder for key dates)
- SRC Meeting
- Board Workshop and Meeting (annual budget approval)

July

- Start of New Fiscal Year
- Certification Exam
- NRC Meeting
- Board Nominations Opened

Key Activities in CWEA

August

- Awards and Installation Banquet Dates Due (banquets November – December)
- Local Section Annual Financial Statement/Report and Inventory Due

September

- Awards and Installation Banquet Dates Due (banquets December - January)
- Tri-State Conference
- NRTC
- NICEC
- Northern Safety Conference
- Board Meeting
- NRC Meeting
- SRC Meeting
- Kirt Brooks Scholarship Application Available

October

- Awards and Installation Banquet Dates Due (banquets January- February)
- New Officer & Committee Lists Due (for installations in November)
- Annual Planning Meeting for LS, Com, Board, etc.
- WEFTEC
- Board Nominations Due

November

- New Officer & Committee Lists Due (for installations in December)
- Local Section Bank Account Signature Cards Due (for officers changing in November)
- Proposals for new Programs, projects, and changes to CWEA products and services due.

December

- NRC
- New Officer & Committee Lists Due (for Installations in January)
- Local Section Bank Account Signature Cards Due (for officers changing in December)

Checklists for Your Position

President/Chair & Vice President/Vice Chair

- http://www.cwea.org/members/mlr_leader_localec.shtml
- Annually review CWEA Constitution, Local Section Standing Rules, and Affiliation Agreement (to be signed & returned to office)
- Set Meeting Dates and Locations and Agendas, and with Secretary:
 - o Notify Local Section Board
 - o Notify state Board Liaison
 - o Notify office
- Open and close the local section nomination process
- Ensure appointments are made for all board positions, and the office is kept up-to-date on all positions and contact information for each, including:
 - o Regional Committee Delegates
 - o Training Coordination Committee
 - o Membership Chair
 - o Awards Chair
- Attend (or ensure delegates attend) all Regional Committee meetings
- Attend (or assign someone to attend) October Planning Meeting

Secretary

- http://www.cwea.org/members/mlr_leader_localec.shtml
- Distribute minutes of meeting, and agenda for next meeting to:
 - o each section board member,
 - o office, and
 - o state board liaison(http://www.cwea.org/members/mlr_leader_board_resp_la.shtml).
- o Should be done no more than 30 days after meeting, and no less than 2 weeks prior to next meeting
- Update calendar of local section activities with input from committees and board (prior to each meeting, so updated schedule can be provided at meeting)

Treasurer

- http://www.cwea.org/members/mlr_leader_localec_fr_frme.shtml
- Financial reports sent to CWEA office – see financial reporting binder for required monthly and annual reports, or obtain a new binder by contacting Brian Murray at bmurray@cwea.org
- Monthly membership check from office deposited (to receive from, or confirm proper amount was received, with Membership Chair)
- Send (quarterly, monthly, or after event) the non-member differential check to office

Director

- <http://www.cwea.org/leadership>
- Attend all local section board meetings
- Assist President/Chair as required

Checklists for Your Position

Awards Chairs/Past Presidents

- http://www.cwea.org/members/mlr_leader_localsec_at.shtml
- Review annual Awards Binder (sent in August)
- Distribute forms to agencies and other interested parties
- Coordinate Awards Banquet, notifying office of date, time, and location of event

E-Bulletin Reporter

- http://www.cwea.org/members/mlr_leader_localsec_pub.shtml
- Review due dates and submit articles and photos as appropriate

Membership Chair

- http://www.cwea.org/members/mlr_leader_localsec_mt.shtml
- Reconcile membership list with new list and check from office
- Provide Newsletter Editor with new member list for newsletter
- Give membership check (or confirm amount of check) with Treasurer for deposit

Newsletter Editor

- http://www.cwea.org/members/mlr_leader_localsec_pub.shtml
- Update mailing list with information from Membership Chair
- Mail newsletter to section members, publication subscribers, and office

TCP Chairs

- <http://www.cwea.org/cert.shtml>
- Review study session hosting calendar (office and regional committees have them), and determine if your local section is scheduled to host.
http://www.cwea.org/pdf/leadership/TCPStudySession_0802.pdf
- Ensure testing site is arranged for exam
- Arrange for on-site moderators for exam
- Review applications, as sent by office

Training Coordinators and Professional Development Committee Chairs

- http://www.cwea.org/members/mlr_leader_localsec_dte.shtml
- Notify office of next training event for inclusion on calendar and training database (with # of Contact Hours for event & which vocations)
- Attend annual Training Coordination Committee Meeting (at the annual conference)

Webmaster

- http://www.cwea.org/members/mlr_leader_localsec_pub.shtml
- Ensure office has up-to-date user name and password for updates