

WBEA Program of Work (POW) 2009-2010

Duties of WBEA Representative to NBEA

Deadline	Procedures Manual Reference	Tasks	Accomplished
Ongoing	1020	1. Be an active member of NBEA/WBEA.	
Ongoing	2010.1	2. Be an active member of the WBEA Executive Committee.	
July 2009	2030.1	3. Attend Summer Executive Committee meeting in Reno, Nevada.	
As needed	3110.17	4. Obtain WBEA stationery and envelopes from President.	
July 2009	N/A	5. Create Program of Work; read Policies & Procedures Manual, Bylaws, and Articles of Incorporation Completed.	
Ongoing	N/A	6. Attend STP conferences whenever possible.	
October 2009	4030	7. Attend NBEA Executive Board meeting, San Diego, CA.; assist carrying to NBEA Executive Board any WBEA request(s) for action.	
November 2009 - April 2010	N/A	8. Participate in NBEA Executive Board Membership campaign.	
February 2010	2030.1	9. Attend WBEA Executive Committee and Board meetings, Reno, NV.	
April 2010	4030	10. Attend NBEA Executive Board Meeting, San Diego, CA.; assist carrying to NBEA Executive Board any WBEA request(s) for action.	
Ongoing	4030.3	11. Prepare NBEA article for Western News Exchange per deadlines provided by editor.	
Ongoing	N/A	12. Send periodic NBEA articles to STP newsletter editors.	
As needed	N/A	13. Provide written report to WBEA President if additional information is received from NBEA, to be included in materials to the WBEA Board.	
Ongoing	N/A	14. Assist NBEA/WBEA in the promotion and recruitment of members.	