

2009-2010 WBEA PRESIDENT PROGRAM OF WORK

WBEA Position: President Agenda Item No. _____

Presented By: Jackie Floetke Date: June 1, 2010
WSBEA

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| Deadline | Procedures Manual Reference | Task(s) to Perform | Accomplished |
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| Ongoing | 1020 | Be an active member of NBEA/WBEA | |
| Ongoing | 3110.1 | Preside at all meetings of the Executive Board and Executive Committee | |
| Ongoing | 3110.1a | Work with the Secretary to prepare agendas | |
| Ongoing | 3110.1b | Work with Secretary to send notice of meeting and agenda materials, including minutes of previous meetings, to all members at least ten (10) days before the meeting. | |
| Ongoing | 3110.1c | Work with Secretary to send minutes of Executive Committee meetings to the NBEA Executive Director and NBEA President. | |
| February 17-21, 2011 | 3110.2 | Serve as General Director of the annual WBEA Conference | |
| Ongoing | 3110.3 | Work with Editor to prepare and distribute the <u>Western News Exchange</u> to communicate WBEA business to WBEA Executive Board members, Regional Presidents of NBEA, NBEA Executive Director, and the NBEA Executive Committee. Number of issues is left to the discretion of the President. | |
| Ongoing | 3110.4 | Serve on Finance Committee | |
| Ongoing | 3110.5 | Work with the Treasurer to send the following reports to the NBEA Executive Director and NBEA President: <ul style="list-style-type: none"> a. IRS Form 990 (if appropriate) b. End of Year Financial Report c. Annual Corporate Filing Report | |
| Ongoing | 3110.6 | Serve as ex-officio member of all committees of the corporation. | |
| Ongoing | 3110.7 | Make appointments: <ul style="list-style-type: none"> a. Appoint Standing Committee Directors b. Appoint committee directors as needed to carry out the objectives of the corporation | |

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| Ongoing | 3110.8 | Be responsible for election of WBEA Representative to NBEA and serve on committee to select NBEA President-elect when appropriate. | |
| Ongoing | 3110.9 | Be responsible for communications with all other organizations | |
| Ongoing | 3110.10 | Represent or designate other Executive committee members to represent WBEA at other professional meetings in which the interests of the corporation are concerned. | |
| Ongoing | 3110.11 | Review plan of action on Strategic Plan with Executive Board. | |
| Ongoing | 3110.12 | See that resolutions passed by the Executive board are pursued and action resulting from such is reported to the Board by a specified date. | |
| Ongoing | 3110.13 | Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board. | |
| Ongoing | 3110.14 | Provide information to the incoming President regarding duties, responsibilities and procedures of the office of President. | |
| January 1, 2011 | 3110.15 | Select President's Award recipient | |
| Ongoing | 3110.16 | Develop and distribute a Program of Work for WBEA Executive Board | |
| Ongoing | 3110.17 | Arrange for printing of WBEA letterhead and distribute to Executive committee members | |
| Ongoing | 3110.18 | Assist Past President, Angie Neal, with maintenance and update of WBEA Policies and Procedures Manual and Appendices. | |
| Ongoing | 3110.19 | Work with Secretary to prepare and send Program of Work along with updated WBEA Policies and Procedures Manual and Appendices, Bylaws, Articles of Incorporation, June 30 financial Statement (actually sent in January mailing), and approved budget to Executive Board. | |
| Ongoing | 3110.20 | Perform additional tasks as listed in Program of Work | |
| Ongoing | 3110.21 | Serve as legislative liaison in the absence of an appointed legislative liaison | |
| Ongoing | WBEA Strategic Plan | Support strategies listed under Category 1: Membership Services and Marketing (NBEA Initiative 1: Membership) | |
| Ongoing | WBEA Strategic Plan | Support strategies listed under Category 2: Professional Development and Leadership (NBEA initiative 2) | |
| Ongoing | WBEA Strategic Plan | Support strategies listed under Category 3: Curriculum and Methodology (NBEA Initiative 3) | |

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| Ongoing | WBEA Strategic Plan | Support strategies listed under Category 4: Strategic alliances and Development (NBEA Initiative 5: Linkages) | |
| Ongoing | WBEA Strategic Plan | Support strategies listed under Category 5: communications (NBEA Initiative 6: Organizational Structure, Part 1) | |
| Ongoing | WBEA Strategic Plan | Support strategies listed under Category 6: Strategic Planning and Administration (NBEA Initiative 6: Organizational Structure, Part 2) | |