

WBEA Executive Committee

WBEA Position: President-elect
Presented By: Jackie Floetke

Agenda Item:
Date: June 1, 2008

2009-2010 WBEA President-elect Program of Work

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Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
ongoing	1020	Be an active member of NBEA/WBEA.	Paid through July 2010
ongoing	3120.2	Attend all meetings of the Executive Board and Executive Committee.	
ongoing	3120.3	Perform all duties of the President in the absence or disability of that officer.	
ongoing	3120.4	Represent the corporation at meetings and on committees as requested by the President and/or the Executive Board	
ongoing		Read program of work, policy and procedures manual, bylaws, and Articles of Incorporation.	
June 1, 2009		Prepare and submit a Program of Work electronically to Eileen Wascisin	
November 2009	3120.5	Invite and encourage the presidents-elect from each S/T/P to attend the WBEA Presidents-elect Leadership Workshop.	
February 2010	3120.5	Direct the WBEA Presidents-elect Leadership Workshop for S/T/P Presidents-elect.	
July 2009	3120.6	Prepare proposed budget for initial approval at the Executive Committee Summer Planning Meeting.	
February 2010	3120.6	Direct the Finance Committee – present proposed budget to the Finance Committee.	
February 2010	3120.7	Review the Strategic Plan and select one or more new goals to implement as president. Present these goals at the Old/New Officers and Committee Directors Meeting.	
	3120.8	Direct the preliminary planning for the 2011 WBEA Conference – Tukwilla, WA.	
February 2010		Present the outgoing President with a half-gavel plaque provided by the Awards Director at the WBEA Awards Banquet.	
ongoing		Perform any other duties as assigned to	

		the office by the President and/or Executive Board.	