

**WBEA Executive Committee
Program of Work
2009-2010 WBEA Secretary Program of Work**

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Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
Requirement	3010.1	Each officer must be a member in good standing with NBEA/WBEA.	Current Member
Requirement	3010.2	Candidates for all offices must have attended a WBEA Executive Board meeting and served as a member of the WBEA Executive Board (refer to 1010.1 and 1010.2) for one full year within the last ten years.	
Requirement	3010.3	Each candidate for an office must be in good standing with the S/T/P that nominates him/her.	
Requirement	3040.1	The WBEA Executive Board shall elect the WBEA Secretary. The WBEA Secretary shall be elected for a term of one (1) year, beginning July 1.	Elected February 2009 in Coeur d'Alene, Idaho, for 2009-2010
Ongoing	3140.2	Attend all meetings of the Executive Board and Executive Committee.	
Ongoing	3140.3	Prepare agendas (working with the president), minutes of each meeting of the Executive Board and Executive Committee and send a copy to the President within one month after the meeting. Within two weeks after approval by the President, make necessary changes and distribute to Executive Committee, the NBEA Executive Director, and NBEA President. Use minute's format detailed in Section A3140, Item #7.	Executive Committee Summer Meeting, July 2009 in Reno, Nevada Ongoing
October 2009	3140.4	Prepare and distribute to all Executive Board members a detailed directory by October 15, including: <ul style="list-style-type: none"> • STP officers, Membership Directors, Editors of newsletters. (Section A3141) • Official delegates to WBEA Executive Board and alternates • Preferred mailing addresses, telephone numbers, FAX numbers, and e-mail addresses • S/T/P conference date(s) • S/T/P newsletter deadlines • S/T/P terms of office 	Ongoing

On-going	3140.5	Retain tapes, original motions and original notes, if applicable, until minutes have been officially accepted. Keep a book of original copies of the minutes of all meetings, for two years. Transmit the book to the incoming Secretary at the end of the term of office.	Ongoing
As needed	3140.6	Assume the office of the President in the absence of the President, President-elect, and Treasurer.	
As needed	3140.7	Perform such other duties as delegated by the President and/or Executive Board.	
Spring 2010	3140.8	Provide information to the incoming Secretary regarding duties, responsibilities, and procedures of the office of Secretary.	
February 2010	3140.9	Disseminate blank directory forms at the WBEA Executive Board meeting and indicate they should be returned to the new Secretary whose name and address will be given orally to be written on the form. The new Secretary will write to the new STP Presidents by May 1, asking them for return of directory information with a July 1 deadline.	