

WBEA Executive Board  
Program of Work

WBEA Position: Telecommunications Chair  
Presented By: Michael Morrell  
Oregon Business Education Association

Date: May 19, 2009

**2009-2010 WBEA Telecommunications Chair Program of Work**

Michael Morrell  
Sweet Home High School  
1641 Long Street  
Sweet Home, OR 97386

541-367-7145 (Main Office)

morrelm@linnbenton.edu

Deadline	Procedures Manual Reference	Tasks
Completed	6090	Maintain membership in NBEA/WBEA.
Ongoing	6090	Contact and communicate with STP committee representatives after President sends updated committee list. Work with President on obtaining this list.
In Process	Strategic Plan (Membership)	Maintain a website which includes membership recruitment ideas and a link to NBEA membership form. Update web pages as requested.
In Process	N/A	Create web pages and links to advertise WBEA conference in Reno.
In Process	Strategic Plan (Leadership...)	Use the website to summarize STP reports and include WBEA awardees on website.
In Process	Strategic Plan (Communications)	Stress importance and need for STP websites and linkage to WBEA site.
???	Strategic Plan (Communications)	Create and publish a communication article for each newsletter.
???	Strategic Plan (Communications)	Publish summary of significant actions taken by the Executive Board on the website.
In Process	Strategic Plan (Communications)	Provide links to university courses for business educators.
07-10-09	N/A	Attend Summer Executive Committee meeting.
02-12-09	6090	Host Telecommunications Committee meeting at annual conference.
In Process	Strategic Plan (Strategic Planning)	Update strategic plan aligning WBEA goals with the NBEA Strategic Plan. Place POWs on website