

WBEA Program of Work (POW) 2008-2009

Duties of Annual Conference Advisory Special (Ad Hoc) Committee Director

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Deadline	Procedures Manual Reference	Tasks	Accomplished
Ongoing	6100 6110	1. Serve as the Annual Conference Advisory Committee Director for one year	
July 2008		2. Make arrangements with the WBEA President and/or 2009 WBEA/IBEA Conference Chair for a meeting room for the Annual Conference Advisory Committee meeting in February	
September 2008	6110.3 8020.1 8030.1-2	3. Inform the Utah Business and Computer Education Association (UBCEA) President that a conference proposal should be submitted for the 2013 WBEA Conference by January 2009	
December 2008	6110.3 8020.1 8030.1-2	4. Contact the UBCEA President for the 2013 conference proposal for the committee to review prior to the WBEA Conference; deadline in January 2009	
December 2008	6110.3 8030.3	5. Contact the appropriate S/T/Ps for updated conference budgets and information for the committee to review prior to the February committee meeting; deadline in January 2009	
February 2009	6110.3	6. Conduct the committee meeting prior to the WBEA Conference	
February 2009	1010.4	7. Present an oral report at WBEA Executive Board meeting in Coeur d'Alene, Idaho	
March 2009	1020	8. Complete a written report for the WBEA Executive Committee	
June 2009		9. Submit a final POW to the WBEA President	