

WBITE Position Legislative Liaison/Committee Chair Agenda Item No. \_\_\_\_\_  
 Presented By Helen Humbert, WA Date June 1, 2010  
 (Name and STP)

**Legislative Liaison Proposed Program of Work--2010-2011**

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<b>Deadline</b>	<b>Procedures Manual Reference</b>	<b>Tasks to Perform</b>	<b>Accomplished</b>
May, 2010	3050	Accept WBEA position appointment	
July, 2010		Attend WBEA Summer Executive Committee Meeting, Seattle	
August, 2010	NA	Read Program of Work, Procedures Manual, Bylaws, and Articles of Incorporation.	
August, 2010	6050.1	Request names of STP Legislative Chairs from WBEA Secretary	
Ongoing	1020	Maintain NBEA/WBEA membership	
As needed	3110.19	Obtain stationery and envelopes from President.	
Ongoing	6050.3	Serve as the clearinghouse for legislative issues pertinent to WBEA, NBEA and S/T/Ps.	
June, 2010	6050-8	Contact WBEA 2011 Conference Program Chair to make arrangements for a legislative session during the 2011 WBEA Conference	
Ongoing	6050.2	Correspond with S/T/Ps regarding national legislative concerns, including legislators to contact concerning legislative actions.	
September, November 2010; May, 2011	6050.7	Continue to submit articles to newsletter editor for publication in the Fall, Winter and Spring issues.	
Ongoing	6050.5	Encouraged S/T/Ps to use NBEA and ACTE (Association for Career Technical Education) legislative materials and information.	

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Ongoing	6050.2	Encourage S/T/P legislative representatives to submit articles, with a legislative focus, for publication in S/T/P newsletters	
Ongoing	6050.6	Keep informed, through NBEA and ACTE, concerning legislation that will impact business education and communicate with each S/T/Ps through periodic releases of information.	
January, 2011	N/A	Submit the Legislative Liaison POW progress report to WBEA President	
February, 2011	NA	Attend WBEA Conference in Tukwila, WA (Seattle)	
February, 2011		Attend Executive Board meetings, Executive Committee meetings.	
February 2011	6050-8	Work with WBEA Conference Program Chair and arrange for a legislative session at the WBEA Conference	
April, 2011	NA	Attend NBEA Convention in New Orleans and participate in NBEA Legislative Liaison Workshop	
As Needed	NA	Provide written reports to WBEA President, WBEA Executive board, and NBEA Legislative Chair on major Program of Work tasks accomplished	
June, 2011	NA	Submit 2011 final Legislative Liaison POW to WBEA President	

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