

2008-2009 WBEA Program of Work

Duties of WBEA Membership Director:

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Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
Ongoing	1020	Be an active member of NBEA/WBEA	Renewed 3/08
Ongoing	n/a	E-mail current members, whose membership is about to expire, urging them to renew.	
2008-2009	6060.1	The director shall be appointed for a one-year term renewable for two years at the option of the President and director shall be an ex-officio, non-voting member of the Executive Board and Executive Committee.	
July 11-12, 2008	A6060.3.a	Attend Summer Planning Executive Meeting Committee	
July 11-12, 2008		Submit Program of Work 2007-2008	
July, 2008	A6060.3.b	Prepare materials for conference.	
July, 2008	6060	Create NBEA membership promotion theme.	
July, 2008	n/a	Re-Read Program of Work, Procedures Manual, and Bylaws	
August, 2008	A6060.4	Write to STP Presidents and NBEA/WBEA/STP Membership Directors and send the Robert J. Thompson WBEA Membership Award guidelines, the WBEA Membership Achievement Award guidelines and WBEA's \$75 Stipend guidelines. Encourage NBEA displays at their conferences. Give STP Membership Directors advice and guidance.	
Fall, 2008	6060.4	Organize STP Membership Director's meeting for WBEA Conference.	
Jan, 2009	A6060.5.b	Send invitations to membership meeting to STP Membership Directors and guests (NBEA Director, WBEA officers, NBEA Membership Director, etc.)	
Jan, 2009	A6060.5.c	Compile materials for draft of report to WBEA Executive Board.	
Ongoing	6060	Keep in touch with STP Membership Directors.	
Jan, 2009	6060.5	Determine membership achievement gift for STP Membership Directors.	

Deadline	Procedures Manual Reference	Tasks to Perform	Accomplished
Fall 2008	6060.2.b	Arrange an NBEA membership promotion display for WBEA Conference.	
Jan, 2009	A6060.6.a	Complete NBEA membership report for WBEA Conference and print copies.	
Jan, 2009	6060.2.b	Complete NBEA membership promotion display for WBEA Conference.	
Jan, 2009	6060.4	Finalize number attending STP Membership Directors' meeting.	
Jan, 2009	6060.2.d	Work with Awards Director to purchase the Robert J. Thompson WBEA Membership Award gift and the WBEA Membership Achievement gift(s).	
February, 2009	A6060.7.a	Attend WBEA Executive Board meeting. 1. Distribute copies of NBEA membership report. 2. Distribute guidelines for the Robert J. Thompson WBEA Membership Award. 3. Distribute guidelines for the WBEA Membership Achievement Award. 4. Distribute guidelines for the WBEA Membership promotion stipends.	
February, 2009	6060.2.b	Coordinate NBEA Membership promotion display with NBEA Membership Director.	
February, 2009	6060.4	Chair STP Membership Directors' meeting (share ideas, etc.)	
February, 2009	6060.2.d	Present the Robert J. Thompson WBEA Membership Award at WBEA Recognition Luncheon.	
February, 2009	6060.3	Present the WBEA Membership Achievement Awards at WBEA Recognition Luncheon.	
February, 2009	A6060.7.f	Involve STP Membership Directors in NBEA display, etc.	
February, 2009	A6060.1.a	Attend New and Old Officers' Executive Meeting(s).	
February, 2009	A6060.1.b	Attend conference session for introduction of new WBEA officers.	
Ongoing	6060.2.c	Write article(s) for <u>Western News Exchange</u> .	
March, 2009	6060.2.c	Send publicity to national publications regarding WBEA trophy awardee.	
March, 2009	6060.5	Write letters of appreciation to STP Membership Directors.	
June, 2009	n/a	Submit year-end written report to President on Program of Work and Recommendations	