

WBEA Program of Work (POW) 2010-2011

Duties of WBEA Representative to NBEA

Kris Sheets	
1731 W. Whitton Ave.	E-mail: kris85015@yahoo.com
Phoenix, AZ 85015	

Deadline	Procedures Manual Reference	Tasks	Accomplished
Ongoing	1020	1. Be an active member of NBEA/WBEA.	
Ongoing	2010.1	2. Be an active member of the WBEA Executive Committee.	
June 2010	2030.1	3. Attend Summer Executive Committee meeting in Seattle, WA.	
As needed	3110.17	4. Obtain WBEA stationery and envelopes from President.	
June 2010	N/A	5. Create Program of Work; read Policies & Procedures Manual, Bylaws, and Articles of Incorporation.	
Ongoing	N/A	6. Attend STP conferences whenever possible.	
November 2010	4030	7. Attend NBEA Executive Board meeting, New Orleans, LA.; assist carrying to NBEA Executive Board any WBEA request(s) for action.	
November 2010 - April 2011	N/A	8. Participate in NBEA Executive Board Membership campaign.	
February 2011	2030.1	9. Attend WBEA Executive Committee and Board meetings, Seattle, WA.	
April 2011	4030	10. Attend NBEA Executive Board Meeting, New Orleans, LA.; assist carrying to NBEA Executive Board any WBEA request(s) for action.	
Ongoing	4030.3	11. Prepare NBEA article for Western News Exchange per deadlines provided by editor.	
Ongoing	N/A	12. Send periodic NBEA articles to STP newsletter editors.	
As needed	N/A	13. Provide written report to WBEA President if additional information is received from NBEA, to be included in materials to the WBEA Board.	
Ongoing	N/A	14. Assist NBEA/WBEA in the promotion and recruitment of members.	