

WBEA Program of Work (POW) 2008-2009

Duties of WBEA Representative to NBEA

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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	
July 2008	2030.1	3. Attend Summer Executive Committee meeting in Reno, Nevada	
As needed	3110.17	4. Obtain WBEA stationery and envelopes from President	
July 2008	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	
October 2008	4030	7. Attend NBEA Executive Board meeting, Chicago, Illinois; assist carrying to NBEA Executive Board any WBEA request(s) for action	
November 2008 - April 2009	n/a	8. Participate in NBEA Executive Board Membership campaign	
February 2009	2030.1	9. Attend WBEA Executive Committee and Board meetings, Coeur d'Alene, Idaho	
April 2009	4030	10. Attend NBEA Executive Board Meeting, Chicago, Illinois; 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	