

2010-2011 WBEA PAST PRESIDENT

PROGRAM OF WORK

WBEA Position: Past President

Agenda Item No. _____

Presented By: Eileen Wascisin

Date: June 1, 2010

(Name and S/T/P)

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Deadline	Procedures Manual Reference	Task(s) to Perform	Accomplished
Ongoing	1020	Be an active member of NBEA/WBEA	Paid membership through 3/30/11
As necessary	3030.2 Nominations	If the WBEA Past President is seeking nominations for either a WBEA or an NBEA office, the WBEA President shall appoint a former WBEA President to serve as director of the WBEA Nominating Committee	As necessary
As necessary	3050 Vacancies	The vacated position of President will be filled by a WBEA Past President. Notice is given to each 0045ecutive committee/Board member when such appointments are made.	As necessary
Ongoing – work with Jackie Floetke & Executive Committee	3110.18 Duties of Officers, President	The President will Assist Past President with maintenance and update of Policies & Procedures Manual.	June 24-25, 2010
Ongoing	3150.1	Attend all meetings of the Executive Board and Executive Committee	
Ongoing	3150.2	Serve in an advisory capacity to the corporation	Ongoing
February 2011	3150.3 & 6080.1	Serve as director of the Strategic Planning Committee	
July 2010	3150.4	Present written report of previous WBEA conference to the Executive Board	June 24-25, 2010
February 2011	3150.5 & 6070.1	Direct the nominating committee a. Conduct nominations for officers as detailed in Section 3030 b. Conduct nominations for NBEA Representative FY 2011-12	
July 2010- February 2011	3150.6	Update the <i>WBEA Policies and procedures Manual and Appendices</i> as well as the WBEA Bylaws a. Search the minutes for information to include b. Prepare changes and distribute to Board members	
July 1, 2010- February 2011	3150.7 & A3150	Coordinate or appoint another WBEA Past president to coordinate the program at the Past President’s Reception (See Appendix A3150) a. December – President together with	

		<p>the Conference chair prints invitations for reception</p> <p>b. January – President together with the Conference Chair will mail WBEA past presidents and invitation (addresses will be obtained from the previous year’s conference chair). WBEA President distributes to the Executive Board</p> <p>c. January – Awards Director arranges for Past President’s plaque to be given at last conference function</p> <p>d. February – Past President may work with the Conference Chair to secure party supplies—wine, beer, soft drinks, napkins, plastic cups, nuts, etc. alcoholic beverages may not be purchased with the WBEA budgeted funds. Expenses are taken from the hosting S/T/P’s conference budget.</p> <p>e. Past President will arrange for traditional program about an hour after reception begins.</p> <p>f. Past President presents certificate and arranges remainder of program.</p>	
July 1, 2010 – June 30, 2011	3150.8	Perform such other duties as the President and/or Executive Board may delegate.	Ongoing
As needed	3150.9	Assume the office of the President in the absence of the President, President-elect, Treasurer, and Secretary	
	A6030.4	<p>Newsletter</p> <p>a. Issue 1 – September 1, 2010 – Request nominations for WBEA as well as NBEA positions</p> <p>b. Issue 2 – November 15, 2010 – Inform membership of the changes in the <i>WBEA Policies and Procedures Manual and Appendices</i>, Strategic Plan, and Bylaws</p> <p>c. Issue 3 – April 15, 2011 – Election results, <i>WBEA Policies and Procedures Manual and Appendices</i>, summary of approved changes Strategic Plan comments, Bylaws summary of approved changes</p>	
July 2010 – February 2011	3150.6	<p>Update the WBEA Policies & procedures Manual and appendices and WBEA bylaws.</p> <p>a. Search the minutes for information to include</p> <p>b. Prepare changes and distribute to Board Members</p>	

July 2010 – February 2011	3150.7	Coordinate or appoint another WBEA Past President to coordinate the program at the Past Presidents’ Reception. (See Appendix A3150)	
Ongoing	3150.8	Perform such other duties as the President and/or Executive Board may delegate	Ongoing
	3150.9	Assume the office of the President in the absence of the President, President-elect, Treasurer, and Secretary.	
July 1, 2010 – June 30, 2011	3150.10	Provide information to the new Past President regarding duties, responsibilities, and procedures of the office.	Ongoing
July 1, 2010 – June 30, 2011	6070.1 Nominating Committee— Standing Committee	<u>Operational</u> The WBEA Past-President will serve as chair of the Nominating Committee	
July 1, 2010 – June 30, 2011	6080.1 Strategic Planning Committee— Standing Committee	<u>Operational</u> The immediate WBEA past-president shall be the chair of the Strategic Planning committee	
As needed or appointed	6110.1 Annual Conference Advisory Committee— Special Committee	<u>Operational</u> The committee consists of three members with rotating memberships. At least one member should be a WBEA Past President, and each member should be familiar with conference planning.	
July 1, 2010- June 30, 2010	8040.6 Conference Policies	The Past-President will present a written post-conference report, including a financial report, at the Executive Board meeting following the conference.	
December 2010	A3150 Past Presidents’ Reception at WBEA Conference	January: Past-president will be sure the Past Presidents (the current President who will become the Past President at the reception) appreciation certificate and guest book will be at the conference.	
February 2011	A3150 Past Presidents’ Reception at WBEA Conference	January: Past-President may work with the Conference Chair to secure party supplies—wine beer, soft drinks, napkins, plastic cups, nuts, etc. Alcoholic beverages may not be purchased with WBEA budgeted funds. Past-president will arrange for traditional program about an hour after reception begins. Past-president presents certificate and arranges remainder of program.	