

2009-2010 WBEA PRESIDENT PROGRAM OF WORK

WBEA Position: President Agenda Item No. _____

Presented By: Eileen Wascisin Date: May 19, 2009
(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 3/30/10
Ongoing	3110.1	Preside at all meetings of the Executive Board and Executive Committee	
Ongoing	3110.1a	Work with the Secretary to prepare agendas	
Ongoing	3110.1b	Work with Secretary to send notice of meeting and agenda materials, including minutes of previous meetings, to all members at least ten (10) days before the meeting.	
Ongoing	3110.1c	Work with Secretary to send minutes of Executive Committee meetings to the NBEA Executive Director and NBEA President.	
February 12-15, 2010	3110.2	Serve as General Director of the annual WBEA Conference	
Ongoing	3110.3	Work with Editor to prepare and distribute the <u>Western News Exchange</u> to communicate WBEA business to WBEA Executive Board members, Regional Presidents of NBEA, NBEA Executive Director, and the NBEA Executive Committee. Number of issues is left to the discretion of the President.	
Ongoing	3110.4	Serve on Finance Committee	
Ongoing	3110.5	Work with the Treasurer to send the following reports to the NBEA Executive Director and NBEA President: <ul style="list-style-type: none"> a. IRS Form 990 (if appropriate) b. End of Year Financial Report c. Annual Corporate Filing Report 	

Ongoing	3110.6	Serve as ex-officio member of all committees of the corporation.	
Ongoing	3110.7	Make appointments: a. Appoint Standing Committee Directors b. Appoint committee directors as needed to carry out the objectives of the corporation	
Ongoing	3110.8	Be responsible for election of WBEA Representative to NBEA and serve on committee to select NBEA President-elect when appropriate.	
Ongoing	3110.9	Be responsible for communications with all other organizations	
Ongoing	3110.10	Represent or designate other Executive committee members to represent WBEA at other professional meetings in which the interests of the corporation are concerned.	
Ongoing	3110.11	Review plan of action on Strategic Plan with Executive Board.	
Ongoing	3110.12	See that resolutions passed by the Executive board are pursued and action resulting from such is reported to the Board by a specified date.	
Ongoing	3110.13	Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board.	
Ongoing	3110.14	Provide information to the incoming President regarding duties, responsibilities and procedures of the office of President.	
January 1, 2010	3110.15	Select President's Award recipient	
Ongoing	3110.16	Develop and distribute a Program of Work for WBEA Executive Board	
Ongoing	3110.17	Arrange for printing of WBEA letterhead and distribute to Executive committee members	
Ongoing	3110.18	Assist Past President, Angie Neal, with maintenance and update of WBEA Policies and Procedures Manual and Appendices.	
Ongoing	3110.19	Work with Secretary to prepare and send Program of Work along with updated WBEA Policies and Procedures Manual and Appendices, Bylaws, Articles of Incorporation, June 30 financial Statement (actually sent in January mailing), and approved budget to Executive Board.	

Ongoing	3110.20	Perform additional tasks as listed in Program of Work	
Ongoing	3110.21	Serve as legislative liaison in the absence of an appointed legislative liaison	
Ongoing	WBEA Strategic Plan	Support strategies listed under Category 1: Membership Services and Marketing (NBEA Initiative 1: Membership)	
Ongoing	WBEA Strategic Plan	Support strategies listed under Category 2: Professional Development and Leadership (NBEA initiative 2)	
Ongoing	WBEA Strategic Plan	Support strategies listed under Category 3: Curriculum and Methodology (NBEA Initiative 3)	
Ongoing	WBEA Strategic Plan	Support strategies listed under Category 4: Strategic alliances and Development (NBEA Initiative 5: Linkages)	
Ongoing	WBEA Strategic Plan	Support strategies listed under Category 5: communications (NBEA Initiative 6: Organizational Structure, Part 1)	
Ongoing	WBEA Strategic Plan	Support strategies listed under Category 6: Strategic Planning and Administration (NBEA Initiative 6: Organizational Structure, Part 2)	