

WBEA Executive Committee

WBEA Position: President-elect
 Presented by: Roietta Fulgham
 Date: June 2, 2010

2010-2011 WBEA President-elect Program of Work fulghar@arc.losrios.edu

Deadline	Procedures Manual Ref.	Tasks to Perform	Accomplished
Ongoing	1020	Be an active member of NBEA/WBEA.	Paid
Ongoing	3120.2	Attend all meetings of the Executive Board and Executive Committee.	
Ongoing	3120.3	Perform all duties of the President in the absence or disability of that officer.	
Ongoing	3120.4	Represent the corporation at meetings and on committees as requested by the President and/or the Executive Board.	
Ongoing		Read program of work, policy and procedures manual, bylaws, and Articles of Incorporation.	
June		Prepare and submit a Program of Work electronically to Jackie Foetke.	June
July	3120.6	Prepare proposed budget for initial approval at the Executive Committee Summer Planning Meeting.	
November	3120.5	Invite and encourage the presidents-elect from each S/T/P to attend the WBEA Presidents-elect Leadership Workshop.	
February	3120.5	Direct the WBEA Presidents-elect Leadership Workshop for S/T/P Presidents-elect.	
February	3120.6	Present proposed budget to the Finance Committee.	
February	3120.7	Review the Strategic Plan and select one or more new goals to implement as president. Present these goals at the Old/New Officers and Committee Directors Meeting.	
	3120.8	Direct the preliminary planning for the 2012 WBEA Conference at the Fairmont Hotel in Newport Beach, CA.	
Ongoing		Perform any other duties as assigned to the office by the President and/or Executive Board.	