

## **Timeline for Regional Vice President**

### **Sept 15**

Finance & Budget Committee meeting must be set to develop budget for next year.

### **Oct 15**

Budget must be e-mailed to National Office by this date. This is the absolute deadline it is best to send it in before this date. Budget will be reviewed and suggestions made if necessary for completion. A list of Regional Committee Members with e-mail addresses will be sent to you after review.

### **10 WORK DAYS PRIOR TO NOVEMBER MEETING**

Budget must be e-mailed to Regional Committee members for their review prior to the meeting.

### **November**

Budget is reviewed at the Regional Committee Meeting. The Committee may approve budget as presented or they may make amendments to the Proposed Budget. Changes can be noted on the copy of Proposed Budget. The committee may then approve the budget as amended. (This is to be turned in with your Regional Report).

Meetings to attend:

- Meet the Candidates Forum
- Annual Business Meeting
- Orientation for RVPs
- Regional Committee Meeting (Chaired by both RVP and RVP-Elect)
- Inaugural Banquet – you will be installed (ticketed event)
- Meeting with Executive Committee before the Governing Board meeting
  - Turn in top copy of RVP's Regional Committee Report along with attendance sheets and Approved Budget.
  - Report on regional interests and concerns
- Attend Strategic Forums

### **January**

The National WCR office will send Special Assessment invoices to State Chapter Presidents, (or Local Chapter President if there is no State Chapter). It is your responsibility to follow up if Assessment Invoice is not paid.

### **May**

The next year's RVP-elect is selected at the regional committee meeting. *(If the current RVP or the current Financial Oversight person is selected, then another person must also be selected to be on the Finance & Budget Committee. The committee must have 3 members. Normally this is the RVP, RVP-Elect, & Financial Oversight person).*

Review the year to date financial report prepared by National WCR office

Meetings to attend:

RVP Briefing with the Line Officers

Regional Committee Meeting (National prepares agenda – you chair this)

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- Meet the Candidates Forum

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### **June-July**

Attend regional conference, if applicable