

JOB DESCRIPTIONS

NATIONAL WEBSITE

STATE WEBSITE

15 MONTH CHECKLIST

September (ELECTED)

- Plan & Prepare **Network Budget**
- Plan your **Local Summit**
- Plan to attend State Summit in October
- Report all **incoming Board** members
- Oding Governing Board **Name Badges**
- Review financial documents with Gov. Board

October (ELECTED)

- Attend STATE Leadership Summit
- Start outline your **EVENTS**
- Sign **affiliation agreement**
- Prepare for **Hand-over (from P-PE)**
- Ratify all incoming Board members
- Review financial documents with Gov. Board

November Start 16th

- Appoint **Strategic Planning** Team for next year
- Appoint **Candidate Review** Team for next year
- Appoint **Audit Review** Team for next year
- Get **Passwords**
- Register for Mid-winter Orlando conf.
- Present Local Budget to Governing Board

December

- Change Officers at the Bank
- Send Event Calendar to DVP
- Upload calendar on wcr.org
- Change your President Message on Microsite
- Review financial documents with Gov. Board

January

- Identify future Leader within Local Network
- Attend Mid-Winter Meeting
- Ensure annual **AUDIT** is planned
- Check if Sunbiz was renewed
- Review financial documents with Gov. Board

February

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- Register for Mid-Year Conf. in Washington DC
- Upload End-of-year **AUDIT**
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- Review financial documents with Gov. Board

March

- TAXES?** – check with Treasurer and CPA
- Register for Mid-year Conf. in Washington DC
- Year to date/budget vs. actual report
- Review financial documents with Gov. Board

April

- Upload Tax filing report
- Start with Destination Basket for Orlando
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- Review financial documents with Gov. Board

May

- Remind **Candidate Review Team** to start
- Attend Mid-year Conf. in Washington DC
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- Review financial documents with Gov. Board

June

- ensure that Application for election are send
- Leadership Identification opens
- Year to date/budget vs. actual report
- Review financial documents with Gov. Board

July

- start with **Network Certification** documentation
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- Review financial documents with Gov. Board

August

- ensure ½ year in house **AUDIT is planned**
- Have the **election** (no later than 08/10)
- Attend WCR Conference in Orlando
- Review financial documents with Gov. Board

September

- complete **Network Certification**
- Report network dues changes to National
- Year to date/budget vs. actual report
- Review financial documents with Gov. Board

October

- let PE run the governing Board meeting
- Prepare for **Hand-over (from P-PE)**
- Review financial documents with Gov. Board
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November

- Attend National Convention
- provide all **Passwords**
- Pass the Baton on November 14th**
- Review financial documents with Gov. Board

ADDITIONAL RESOURCE

- Holding a Governing Board meeting**
- Protocol and Etiquette**
- Governing Board AGENDA**
- Governing Board Minutes**
- Governing Board Chart**
- Marketing & Communication Project TEAM**

ADDITIONAL RESOURCES

- National EVENTS**
- Election Procedure**
- Local Network Operating Agreement**
- Election Script**
- consent to serve example**
- Officer and Director Reporting**

ADDITIONAL RESOURCES

- National Officer Visit in person**
- Brand Asset**
- Bylaws**
- 2022 Network Guidebook**
- Insurance**

[JOB DESCRIPTIONS](#)

[NATIONAL WEBSITE](#)

[STATE WEBSITE](#)

15 MONTH CHECKLIST

September (ELECTED)

- Attend Local Governing Board meetings
- Help incoming President with [Local Summit](#)
- Plan to attend State Summit in October
- Appoint First Vice President**
- Review financial documents with Gov. Board

October (ELECTED)

- Attend Local Governing Board meetings
- Help planning **EVENTS**
- Help with the Strategic Partner Package
- Get list of passwords
- Review financial documents with Gov. Board

November

- Attend Local Governing Board meetings
- Ensure that all new Gov.Members are ratified
- Attend National Conference
- November 14th Pass the BATON**
- Review financial documents with Gov. Board

December

- Register for Mid-winter Orlando conf.
- Appoint **Candidate Review Team**
- Change Officers at the Bank (NO Later than 12/31)
- Review financial documents with Gov. Board
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January

- Cultivate relationship with Strategic Partners
- Attend **annual audit**
- work with the **Strategic Planning Project Team**
- Review financial documents with Gov. Board
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February

- Identify future Leader within Local Network
- Register for Mid-Year Conf. in Washington DC
- Communicate with your Association
- Review financial documents with Gov. Board
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March

- Leadership Identification opens
- Register for Mid-Year Conference Washington DC
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- Review financial documents with Gov. Board
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April

- Start with Destination Basket for Orlando
- Contact the STRATEGIC PARTNERS (satisfied?)
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- Review financial documents with Gov. Board
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May

- Remind **Candidate Review Team** to start
- Attend Mid-year conf. Washington DC
- Register for Network 360
- Review financial documents with Gov. Board
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June

- PE Bootcamp starts
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- Review financial documents with Gov. Board

July

- Attend for Network 360
- Register for State Conference
- Start outline your **Events**
-
- Review financial documents with Gov. Board

August

- Attend Aug. Conference in Orlando
- start selecting your team
- Report all incoming /elected Board members**
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- Review financial documents with Gov. Board

September

- Plan & Prepare **Network Budget**
- Plan your **Local Summit**
- Plan to attend State Summit in October
- Ordering Governing Board **Name Badges**
- Review financial documents with Gov. Board

October

- Sign **Affiliation Agreement**
- Attend State Summit
- Prepare for **Hand-over (PE - P)**
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- Review financial documents with Gov. Board

November

- day after Nat. conference **Pass the BATON**
- Congratulation your are the PRESIDENT
- Register for Mid-Winter Conf. in Orlando
- Hold the gov. Board meeting
- Review financial documents with Gov. Board

ADDITIONAL RESOURCE

- [Audit Guideline](#)
- [Holding a Gov. Board meeting](#)
- [Marketing & Communication Project TEAM](#)
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ADDITIONAL RESOURCES

- [Bylaws](#)
- [consent to serve example](#)
- [Local Network Operating Agreement](#)
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ADDITIONAL RESOURCES

- [PE Job Description more detailed](#)
- [Project Team Chart board example](#)
- [Report Officers to Nat.](#)
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<p>A</p> <p>Agenda example</p> <p>American Flag</p> <p>Audit guideline</p> <p>Awards</p> <p>B</p> <p>Bag of Tricks</p> <p>Banners</p> <p>Brand Assets</p> <p>Budget Annual</p> <p>Bylaws LOCAL</p> <p>C</p> <p>Candidate Review Team</p> <p>Colors of Women's Council</p> <p>Consent to Serve example</p> <p>D</p> <p>Dresscode</p> <p>E</p> <p>Election Procedure</p> <p>Election Script</p> <p>Event Budget Planner</p> <p>Event Director</p> <p>Event Planning</p> <p>Events Director more detailed</p> <p>Excel - more than a calculator program</p> <p>F</p> <p>Flag</p> <p>G</p> <p>Google Drive - shared folders</p> <p>H</p> <p>Hand over - from President to President Elect</p> <p>Holding a Governing Board Meeting</p> <p>I</p> <p>Inspiration</p> <p>Insurance</p> <p>J</p> <p>Job Description example</p> <p>Job Description from National</p>	<p>K</p> <p>L</p> <p>Leadership Changes</p> <p>Leadership Identification LID NATIONAL</p> <p>Local Network Business Plan</p> <p>Local Network Model</p> <p>Local Network Operating Agreement</p> <p>Local Summit</p> <p>Logo for Personal documents/websites</p> <p>Logo Leaders Made Here</p> <p>M</p> <p>Marketing & Communication Project Team</p> <p>Membership Director</p> <p>Microsite Resources</p> <p>Microsite Resources Video</p> <p>Minutes example</p> <p>Minutes for Election example</p> <p>N</p> <p>Network Glossary</p> <p>Name Badges</p> <p>National Event Calendar</p> <p>National Officer Visit in person</p> <p>National Officer Visit virtual</p> <p>Network Certification</p> <p>O</p> <p>P</p> <p>Past Presidents list Florida</p> <p>Pledge of Allegiance</p> <p>President Elect Job Description</p> <p>President Elect more detailed</p> <p>President Job Description</p> <p>President more detailed</p> <p>Project Team Chart Board Example</p> <p>Q</p> <p>R</p> <p>Recruitment Strategy</p> <p>Roadmap Archives</p>	<p>S</p> <p>SAVINGCENTER WCR</p> <p>Secretary/First Vice President</p> <p>Secretary/First Vice President more detailed</p> <p>Standing Rules podcast</p> <p>Strategic Partner</p> <p>SUNBIZ - Annual Report</p> <p>SUNBIZ - report changes</p> <p>T</p> <p>Taxes</p> <p>Teamstore WCR</p> <p>Travel Reimbursement</p> <p>Treasurer</p> <p>Treasurer more detailed</p> <p>U</p> <p>V</p> <p>Volunteer Town Square</p> <p>W</p> <p>Website info</p> <p>Y</p> <p>YOU TUBE National</p> <p>Z</p> <p>Zoom background ABSTRACT</p> <p>zoom background GEOMETRIC</p> <p>Zoom background SOLID BLUE</p> <p>VIDEO</p> <p>Local Network Model in a Nutshell</p> <p>Protocol Training</p> <p>Mock Governing Board Meeting</p> <p>Local Network Certification Training</p>
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