

OEAFCs NW District Director Calendar of TASKS & EVENTS “Year at a Glance”

<i>JANUARY</i>	<i>FEBRUARY</i>	<i>MARCH</i>	<i>APRIL</i>	<i>MAY</i>	<i>JUNE</i>
<ul style="list-style-type: none"> • State winter meeting - give district report 	<ul style="list-style-type: none"> • Awards due 	<ul style="list-style-type: none"> • Gather information from members and prepare district report to give at state business meeting • Collect “concerns “ for President to share with Administration, as requested 	<ul style="list-style-type: none"> • State annual meeting <ul style="list-style-type: none"> ➤ Attend Pre Board meeting ➤ Give district report at business meeting ➤ Officers installed ➤ Attend Post board meeting 	<ul style="list-style-type: none"> • Transfer district account to new district director, following second year 	<ul style="list-style-type: none"> • Attend Board meeting, provide district update, as requested
<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>	<i>OCTOBER</i>	<i>NOVEMBER</i>	<i>DECEMBER</i>
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Obtain host county for NW District Holiday In-service / OEAFCs District Meeting • Work with host county and district program specialist to plan in-service/meeting topics and agenda 	<ul style="list-style-type: none"> • Prepare for in-service / meeting <ul style="list-style-type: none"> ➤ Contact and make arrangements for speakers, programs, etc. ➤ Prepare and distribute registration packets to members. ➤ Invite guests • Attend Board meeting • Send out NEAFCS membership renewal and dues information 	<ul style="list-style-type: none"> • Collect in-service/meeting registration and finalize preparations as needed. 	<ul style="list-style-type: none"> • Collect NEAFCS membership renewal forms and dues. • Send membership information to State treasurer with state and national dues. • Hold district meeting and Holiday in-service • Encourage members to apply for awards. • Collect “concerns “ for President to share with Administration, as requested • Elect NW District Director: even years 2008, 2010, etc. to be installed in April of odd years 2009, 2011, etc.

“Questions, Comments, Other”: - recruit new members when Extension positions are filled, which are eligible for membership
 - send flowers (or memorial of equal value) to honor deceased family of District OEAFCs members as needed.
 - other tasks as requested / approved by the state board