

WOMEN OF WEST Annual Activity Planning

JANUARY

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Renew Nonprofit status with Sec of State Schedule Feb Board meeting Member of annual financial review 	Treasurer <ul style="list-style-type: none"> Publish new budget in newsletter Treasurer report to board Complete annual financial review Start annual tax reporting Vice-President <ul style="list-style-type: none"> Program info to newsletter 	Membership <ul style="list-style-type: none"> Prepare renewal packets Web Mistress <ul style="list-style-type: none"> Process for payment of website domain Secret Sisters <ul style="list-style-type: none"> Distribute forms Resolution Quilt <ul style="list-style-type: none"> Forms for members to complete Quilt Show <ul style="list-style-type: none"> Name Chairperson 	<ul style="list-style-type: none"> Vote on budget Renew membership 2 members part of annual financial review Complete forms for Secret Sister, Resolution Quilts, 	Secret Sisters activity begins with reveal in Nov Quilt Show <ul style="list-style-type: none"> In odd years in Oct

FEBRUARY

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule March board meeting 	Treasurer <ul style="list-style-type: none"> Report of annual financial review Vice-President <ul style="list-style-type: none"> Program info to newsletter 			

MARCH

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule April board meeting 	Vice-President <ul style="list-style-type: none"> Program info to newsletter 	Quilt Challenge – Activity in non-quilt show year. Post rules/present to members.		Quilt Challenge begins with reveal in Nov

APRIL

Activity based on WOW By-laws ratified 2012 & Job Descriptions
Developed/Approved 2015

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule May board meeting 	Treasurer <ul style="list-style-type: none"> Treasurer report to board Vice-President <ul style="list-style-type: none"> Program info to newsletter 			

MAY

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule June Board meeting 	Vice-President Program info to newsletter			

JUNE

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule July Board meeting 	Vice-President Program info to newsletter			

JULY

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule Aug Board meeting 	Secretary <ul style="list-style-type: none"> Establish Nominating Committee for slate of Executive Officers Treasurer <ul style="list-style-type: none"> Treasurer report to board Vice-President <ul style="list-style-type: none"> Program info to newsletter 			WOW birthday month

AUGUST

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule Sept Board meeting 	Vice-President <ul style="list-style-type: none"> Program info to newsletter 			

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SEPTEMBER

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule Oct Board meeting 	Secretary <ul style="list-style-type: none"> Slate of Executive Officers in Newsletter Vice-President <ul style="list-style-type: none"> Program info to newsletter 	Activity Chair <ul style="list-style-type: none"> Recruit Committee Chairs for next year 		

OCTOBER

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule Nov Board meeting 	Treasurer <ul style="list-style-type: none"> Treasurer report to board Prepare annual budget Vice-President <ul style="list-style-type: none"> Program info to newsletter 		<ul style="list-style-type: none"> Vote on slate of Executive Officers 	Quilt Show <ul style="list-style-type: none"> In odd years in Oct

NOVEMBER

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule Dec Board meeting 	Treasurer <ul style="list-style-type: none"> Budget to board for approval Vice-President <ul style="list-style-type: none"> Program info to newsletter 		Quilt Challenge <ul style="list-style-type: none"> Bring finished quilts for display 	Quilt Challenge <ul style="list-style-type: none"> Entries displayed for voting Secret Sister <ul style="list-style-type: none"> Reveal names

DECEMBER

PRESIDENT	EXECUTIVE OFFICERS	COMMITTEE CHAIRS	MEMBERS	ACTIVITIES
<ul style="list-style-type: none"> Schedule Jan Board meeting 	Vice-President <ul style="list-style-type: none"> Program info to newsletter 		Secret Sisters <ul style="list-style-type: none"> Complete form 	Secret Sisters <ul style="list-style-type: none"> Distribute forms

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 Developed/Approved 2015