WERCouncil Leader 2017-2018 Important Dates

**July**
- Leaders assume office at the start of WERC’s program year on July 1st
- Work with Immediate Past Chair to complete the WERCouncil Officer Reporting form and submit to National (due July 31)
- Outline and coordinate meetings/tours with incoming volunteers
- All WC Chairs attend Chapter Leader Conference Call for first quarter (July 12)
- Develop a strategic plan that includes a goal for the upcoming year

**August**
- Finalize plans for first event for the new fiscal year (Goal 1 of 3)
- All WERCouncil Volunteers attend WC Leader Call – Circle of Acclaim (August 9)
- WC Chair to turn in WC Goal Sheet for new year (August 31)

**September**
- Develop or implement Chapter Succession Plan
- Work with Immediate Past Chair to submit Memorandum of Understanding to National by Deadline (September 30)
- Q1 Circle of Acclaim standings sent out (verify your points are accurate)

**October**
- Attend Chapter Leader Conference Call for 2nd quarter (October 11)

**November**
- Finalize plans for second event for the new fiscal year (Goal 2 of 3)
- All WC Chairs attend Chapter Leader Conference Call for 2nd quarter (November 8)

**December**
- Consider sending a holiday message through national to your members
- Q2 Circle of Acclaim standings sent out (verify your points are accurate)

**January**
- Chapters should consider thinking about candidates for next year
- Attend Chapter Leader Conference Call for Chairs third quarter (January 10)
- Verify Circle of Acclaim points are accurate based on activities

**February**
- Finalize plans for third event for the new fiscal year (Goal 3 or 3)
- Attend all WERCouncil Leader Call (February 21)
- Register to attend WERC’s Annual Conference and face-to-face Chapter Leaders Meeting in April/May

Revised 6/2017
March
✓ Begin finalizing volunteers for the new year starting July 1
✓ Q3 Circle of Acclaim standings sent out (verify your points are accurate)

April
✓ Volunteer at Annual Conference for registration, Kick Start or another volunteer opportunity
✓ Attend Chapter Leader Conference Call for 3rd quarter (April 11)
✓ **April 20 – May 14 – WERCouncil Black Out Dates – No activity should take place during this timeframe due to Annual Conference**
✓ April 30 – Chapter with most Circle of Acclaim points receives Chapter of Excellence Award

May
✓ Begin transferring knowledge and training successors
✓ **May 6th – Attend the Chapter Leaders Meeting at Annual Conference**
✓ All WC Leader Call (for those that missed Annual Conference (May 16)

June
✓ Finish tying up loose ends and begin transition
✓ WC Chair Call (June 13)
✓ Q4 Circle of Acclaim standings sent out (verify your points are accurate