



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 of 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

WERCouncil

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)