

VACDE Annual Plan of Work 2017

January	Task	Who Performs
	Update VACDE brochure and distribute to VACDE list serve with Membership Notice/Form.	Treasurer
	Archive prior year's organizational documents to web- (meeting minutes, treasurer's reports, membership list, budget, audit report, award recipient list, scholarship recipient lists).	Secretary/Treasurer
	Update and distribute VACDE Board contact sheet. Prepare Annual Report. Send contact sheet to VASWCD for posting to webpage	Secretary
	Send out notice to VACDE list serve advising of committee formation	President
	Remind District employees of Don Aaron & Dora Chaffin Scholarships	President
February	Task	Who Performs
	VACDE Board Meeting announcement distributed to VACDE list serve	Secretary
	VACDE Board Meeting – Review Winter Business meeting, begin preparations for Graves Training, membership update, minutes, treasurer report; establish Committees; Spring Meeting talking points; Initiate process for TAC representative	President prepares agenda, sets date and distributes meeting announcement
	Beals Fund Request submitted	President to VASWCD
	Area VASWCD Spring Meeting talking points prepared and distributed to Area Reps & Alternates	President & Board
	Review Scholarship Guidelines	Scholarship Committee
	Begin planning for 2017 ornament	Fundraising Committee
March	Task	Who Performs
	Update membership list; Forward to VASWCD for updating list serve	Treasurer
	VACDE Reports given at Area Spring Meetings (March – April)	Area Representative/Alternate
	VACDE Board Conference Call – Membership update, minutes, treasurer report; committee updates Graves planning	President prepares agenda; Secretary distribute announcement
April	Task	Who Performs
	Attend VASWCD Board Meeting and provide VACDE Report	President
May	Task	Who Performs
	VACDE Board Meeting announcement distributed to VACDE List Serve	Secretary
	VACDE Board Meeting – Finalize Graves Training plans, membership update , treasurer report, minutes, committee updates Appoint TAC representative (term starts July 1, 2017)	President prepares agenda, sets date and distributes meeting announcement
June	Task	Who Performs
	Prepare & Distribute Graves Training Registration info to VACDE & VASWCD list serve	Graves Training Committee w/ VP
	Attend VASWCD Board Meeting and provide VACDE Report	President
	Confirm with Graves- facility rental, contract, etc.	Graves Training Committee w/ VP
	Distribute Scholarship Announcement/Application for Graves Training	Scholarship Committee
July	Task	Who Performs
	Scholarship selection for Graves Training	Scholarship Committee
	Finalize arrangements for Graves Training	Graves Training Committee w/ VP
	Appoint Strategic Planning Committee (2018-2021 Plan)	President

August	Task	Who Performs
	VACDE Graves Summer Meeting announcement & agenda distributed to VACDE list serve	Secretary
	VACDE Board Meeting: Final Prep Graves, finalize agenda	President prepares agenda
	Graves Mountain Training; Conduct VACDE Summer Meeting (minutes, membership update, treasurer report)	Board members
	Appoint Nominating Committee & Select Audit Committee members	President
September	Task	Who Performs
	Update & Distribute VACDE Outstanding Conservation District Employee Professional Award application and criteria	Vice President
	Attend VASWCD Board Meeting and provide VACDE Report	President
	Set Graves Training date for next year & reserve facility	Vice Pres./ Graves Training Comm.
	Report to VASWCD Educational Foundation – Scholarship recipients (from Graves Mountain Training)	President
	Update membership list; Forward to VASWCD for updating list serve	Treasurer
	Distribute Scholarship Announcement/Application for VASWCD Annual Meeting	Scholarship Committee
	Send VASWCD and VACDE Winter Business meeting announcement to SECDEA President	President
October	Task	Who Performs
Mid Oct	Deadline for VACDE Outstanding Conservation District Professional Award applications; Select review committee	Vice President
	Prepare Draft Budget for upcoming year	Treasurer
	VACDE Board Meeting announcement distributed to VACDE list serve	Secretary
	VACDE Board Meeting – Review of Graves Training, preparation for Winter VACDE meeting, membership update, treasurer report, draft upcoming year budget, minutes; Select representative to setup VACDE display at VASWCD Annual Meeting	President prepares agenda
	Review of Bylaws Review draft 2018-2021 Strategic Plan Prepare draft 2018 Annual Plan of Work	VACDE Board
	VACDE Scholarship selection for VASWCD Annual Meeting	Scholarship committee
	Prepare Virginia Report for SECDEA Annual Meeting	President & SECDEA Rep.
November	Task	Who Performs
	Finalize VACDE Outstanding Conservation District Professional Award recipient and inform Treasurer so plaque can be ordered	Vice President
	Determine Service Award recipients	Treasurer
	Order Service Awards and plaques/awards for Outstanding Conservation District Professional recipient	TBD
	Prepare Winter Business meeting agenda	President
Nov 1st	VACDE Winter Business meeting announcement & packet distributed to VACDE list serve	Secretary
	Attend SECDEA Meeting- Pigeon Forge, TN	Area IV Representative
December	Task	Who Performs
	Conduct VACDE Winter Meeting – Minutes, Budget, Financial reports, Presentation of Awards, Election of Officers & Area/Alternate reps,	Officers
	Attend VASWCD Board Meeting and provide VACDE report	President
	Conduct Audit of VACDE Books – November 1 st - October 31 st	Audit Committee
	Prepare draft Annual Report for review by Board and distribution to VACDE list serve in January	Secretary & President

Officer Duties

President – Presides over meetings and prepares agendas; Prepares and submits Beals Fund request to VASWCD and any subsequent reporting; Represents VACDE at VASWCD Board meetings; Appoints committees; Follows up with Board members and committees. Prepares Annual Report for January distribution to VACDE list serve.

Vice President – Fills in for President as needed; Coordinates VACDE Outstanding Conservation District Professional Award Program; Oversees Graves Training Planning, Serves as Chairman of the Graves Training Planning Committee & coordinates facility arrangements with Graves Mountain Lodge.

Secretary – Prepares & distributes minutes of all meetings; Archives minutes, annual reports, scholarship and award recipient list and treasurer's reports, and audit report; Updates & distributes VACDE Board contact sheet; Distributes meeting notices;

Treasurer – Prepares draft budget; Sends out membership notices along w/ brochure; Tracks membership and dues and length of service for members; Prepares deposits and disbursements; Prepares treasurers & membership report for each meeting; maintains financial/accounting records; Prepares for audit.

Committees

Scholarship (includes VASWCD representative)- Distributes and reviews scholarship information for training events (Graves Training and Annual Meeting).

Graves Training (Chaired by Vice President) – Organizes facility rental, registration information, confirmation with speakers (and speaker needs), evaluation forms, door prizes, and follow up report to VACDE board.

Fundraising (includes Auction) - Organizes fund raising for Benevolence Fund and VASWCD auction. A member from the Eastern Shore SWCD will be on the ornament sub-committee.

SECDEA Representative (Area IV Representative) - Attends SECDEA Annual meeting in Pigeon Forge, TN and disseminates SECDEA information to VACDE Board and members.

VACDE TAC Representative - Attends BMP TAC meetings (usually quarterly). Application process and 2 year term.

Audit (appointed by President) - Performs annual financial audit and reports at the Winter Business Meeting.

Nominating (appointed by President) – Consists of one VACDE Board Member, one non-VACDE Board Member, and at least one other VACDE member; Prepares and presents a slate of nominees to the VACDE membership at the Winter Business Meeting.

VACDE Outstanding Professional Conservation Award (Vice President Chairman)- Distributes award application; Selects committee to review applications (representative from DCR, VCE, NRCS, District Director, and past award recipient).

Benevolence (as needed basis)– Reviews and awards benevolence requests. Application and review process in place.

State JED Team Representative – Represents VACDE on state planning committee.