

VACDE Annual Plan of Work 2019

| January | Task | Who Performs |
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| By Mid Jan | 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 and/or annual report). | Secretary/Treasurer |
| | Update and distribute VACDE Board contact sheet. 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 |
| | Assist Area Reps with contacting the districts in their Area to introduce themselves, remind them of quarterly VACDE board meetings and the opportunity for reps to bring issues/concerns to the VACDE board. | VACDE Board |
| | Conduct Audit of VACDE financial records prior calendar year | Audit Committee |
| February | Task | Who Performs |
| | VACDE Board Meeting announcement distributed to VACDE list serve | Secretary |
| | VACDE Board Meeting – Review Winter Business meeting, begin preparations for Summer meeting/training, establish committees; Spring Meeting talking points; Initiate process for TAC representative | President prepares agenda, sets date and distributes meeting announcement |
| | Beals Fund Request submitted to VASWCD Educational Foundation | 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 2018 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 Summer 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 |
| 1 st of May | VACDE Board Meeting – Finalize Summer meeting plans, membership update , treasurer report, minutes, committee updates Appoint TAC representative | President prepares agenda, sets date and distributes meeting announcement |
| May 15 | Distribute Scholarship Announcement/Application for Summer Training; Deadline by Mid July | Scholarship Committee |
| May 15 | Prepare & Distribute Summer Meeting/ Training Registration info to VACDE & VASWCD list serve | Training Committee w/ VP |
| June | Task | Who Performs |
| | Attend VASWCD Board Meeting and provide VACDE Report | President |
| | Confirm with Graves- facility rental, contract, etc. | Training Committee w/ VP |
| July | Task | Who Performs |
| July 20 | Scholarship selection for Summer Training | Scholarship Committee |
| | Finalize arrangements for Summer Training | Training Committee w/ VP |

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| July 15 | VACDE Summer Training/Meeting announcement & agenda distributed to VACDE list serve | Secretary |
| July 20 | VACDE Board Meeting: Final Prep Summer meeting, finalize agenda | President prepares agenda |

| August | Task | Who Performs |
|------------------|--|-----------------------------------|
| 20-22 | Summer Meeting/Training; Conduct VACDE Summer Meeting (minutes, membership update, treasurer report) | VACDE Board |
| | Appoint Nominating Committee & Select Audit Committee members | President |
| September | Task | Who Performs |
| September 15 | Update & Distribute VACDE Outstanding Conservation District Employee Professional Award application and criteria | Vice President |
| | Attend VASWCD Board Meeting and provide VACDE Report | President |
| | Set Summer Training date for next year & reserve facility | Vice Pres./ Graves Training Comm. |
| | Report to VASWCD Educational Foundation (include summer meeting and training highlights including scholarships awarded) | President |
| | Update membership list; Forward to VASWCD for updating list serve | Treasurer |
| | Distribute Scholarship Announcement/Application for VASWCD Annual Meeting | Scholarship Committee |
| | Send VACDE Winter Business meeting announcement to SECDEA President | President |
| October | Task | Who Performs |
| October 15 | Deadline for VACDE Outstanding Conservation District Professional Award applications; Select review committee | Vice President |
| October 31 | Selection of VACDE Professional Award | Award Review Committee |
| | Prepare Draft Budget for upcoming year | Treasurer |
| | VACDE Board Meeting announcement distributed to VACDE list serve | Secretary |
| | VACDE Board Meeting – Review of Summer Training, preparation for Winter VACDE meeting, Appoint nominating committee; Select representative to setup VACDE display at VASWCD Annual Meeting | President prepares agenda |
| | Review of Bylaws; Review 2018-2021 Strategic Plan; Prepare draft 2020 Annual Plan of Work; Review any MOUs or other agreements. | 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 | Treasurer |
| | 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 |
| | Prepare Annual Report (December 1 st – November 30 th) | President & Secretary |
| | Prepare VACDE membership survey to assist with 2020 training planning | VACDE Board |
| 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 annual report | 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 VASWCD Annual meeting.

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

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 (Summer and Winter Training/ Meeting).

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; Assists VASWCD with VASWCD Annual meeting planning

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.