

VACDE Annual Plan of Work 2020

January	Task	Who Performs
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/President/Vice President
	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 for 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
	Prepare Annual Report for distribution at Area Spring Meetings	President & Secretary
	Review Scholarship Guidelines	Scholarship Committee
	Begin planning for fundraising efforts	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
	Attend VASWCD Board meeting and provide VACDE Report/Beals Fund Request	President
	VACDE Board Conference Call – Membership update, minutes, treasurer's report; committee updates Summer planning	President prepares agenda; Secretary distribute announcement
April	Task	Who Performs
April 7-9	Attend SECDEA Mid-Year Planning Meeting	VACDE Officers
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's 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
	Request VASWCDEF Funds Transfer (if necessary)	President
	Finalize arrangements for Summer Training	Training Committee w/ VP

July 15	VACDE Summer Training/Meeting announcement & agenda distributed to VACDE list serve	Secretary
July 20	Scholarship selection for Summer Training	Scholarship Committee
July 20	VACDE Board Meeting: Final Prep Summer meeting, finalize agenda	President prepares agenda
August	Task	Who Performs
18-20	Summer Meeting/Training; Conduct VACDE Summer Meeting (minutes, membership update, treasurer's report)	VACDE Board
	Appoint Nominating Committee & Select Audit Committee members	President
September	Task	Who Performs
By 9/1	Notify the VASWCD of the Auction Coordinator; Work with VASWCD to review and updated information (Registration Deadline)	Auction Coordinator
Early Sept.	Distribute Scholarship Announcement/Application for SECDEA; Deadline by late Sept.	Scholarship Committee
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
	Auction Coordinator/Committee to begin solicitation of Auction Items (Determine registration deadline, update online registration form) (typically wait until after the VASWCD distributes info about the Annual Meeting)	Auction Coordinator/Committee
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.
	Prepare Winter Business meeting agenda	President
	Continue preparing for Auction and soliciting Auction items –Sending out email reminders	Auction Coordinator/Committee
November	Task	Who Performs
Nov 1st	VACDE Winter Business meeting announcement & packet distributed to VACDE list serve	Secretary
	Finalize VACDE Outstanding Conservation District Professional Award recipient and inform Treasurer so plaque can be ordered	Vice President
Early Nov.	Send Membership List to VASWCD for Annual Meeting (VACDE Name Badges)	Treasurer
	Determine Service Award recipients	Treasurer

	Order Service Awards and plaques/awards for Outstanding Conservation District Professional recipient	Treasurer
	Attend SECDEA Meeting- Pigeon Forge, TN	Anyone
	Prepare VACDE membership survey to assist with 2020 training planning	VACDE Board
	Continue preparing for Auction and soliciting Auction items –Sending out email reminders	Auction Coordinator/Committee
December	Task	Who Performs
	Review registered items and prepare for Auction	Auction Coordinator/Committee
At VASWCD Annual Meeting	Conduct Auction	Auction Coordinator/Committee
Within 14 days of Auction Date	Provide VASWCD Excel file of Auction information	Auction Coordinator
	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

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 treasurer’s & 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 - Organizes fund raising for Benevolence Fund and VASWCD auction. A member from the Eastern Shore SWCD will be on the ornament sub-committee.

Auction - Organizes and coordinates the silent auction at the Annual Meeting per the MOU with the VASWCDEF.

SECDEA Representative (Anyone) - 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.

Auction Committee - Work closely with the VASWCD to coordinate the VASWCD's Educational Foundation annual Fundraising Efforts (reference MOU).