

## 2009 Colorado Chapter SWCS Working Calendar

Month	Activity	Responsibility
December 2008	Executive Board Teleconference meeting	New-President
	New Chapter Officers and Directors take over for new year	Executive Board
	Identify Committee Chairs and members	President
	Update membership numbers, activities, budgets, etc. for Annual Report	Executive Board
	Obtain Science Fair Judges	Science Fair Chair
January 2009	Executive Board Teleconference meeting	President
	Prepare Annual Chapter Report	Past-President
	Prepare Tax forms	Secretary-Treasurer
	Complete selection of Science Fair Judges	Science Fair Chair
	Prepare Calendar of Chapter Activities	Executive Board, Committee Chairs
	Evaluate Grant Awards Program	Committee Chair, Executive Board
February	Executive Board Teleconference meeting	President
	Submit Annual Chapter Report	Past-President
	Submit Chapter Award nominations	Past-President, Awards Committee
	Participate in Regional Technical Meeting in Rapid City, Feb. 18-20	Executive Board, members
	Prepare Newsletter	Newsletter Editor
	Identify Official Chapter delegate and alternate to National meeting in July.	Executive Board
	Provide Awards for Regional Science Fairs	Executive Board, Science Fair Chair
March	Executive Board Teleconference meeting	President
	Scholarships due March 30.	Scholarship Chair
	Publish Newsletter	Newsletter Editor
	Contact CACD Executive Director about meeting space for November Chapter meeting and Workshop	Executive Board, President
April	Executive Board Teleconference meeting	President
	State Science Fair Awards	Science Fair Chair and members
	Plan Technical workshop in conjunction with Chapter annual meeting	President-Elect and committee, Executive Board
	Start Planning Summer Tour	Executive Board, Committee Chairs
	Identify Chapter agenda items for consideration by National SWCS Executive Board at National meeting in Dearborn, MI	Executive Board, Committee Chairs
	May	Executive Board Teleconference meeting
Review and update Chapter Strategic Plan		Executive Board
Budget Review, audit		Executive Board
Finalize Calendar of Chapter activities		Executive Board, Committee Chairs
Continue planning summer tour		Executive Board, Committee Chairs
June	Executive Board Teleconference meeting	President
	Solicit nominees for Chapter and National Awards	Awards Committee Chair, members

	Select Scholarship recipients	Scholarship Chair, Executive Board
July	Executive Board Teleconference meeting	President
	Contact Scholarship winners, notify other applicants.	Scholarship Chair, Committee
	Identify potential nominees for Chapter officers and Directors	Executive Board, Committee Chairs
	Solicit items for August newsletter	President
	Participate in National SWCS meeting in Dearborn, MI	members
August	Executive Board Teleconference meeting	President
	Summer tour with SRM in Gunnison	John Scott and Executive Board
	Publish Newsletter	Newsletter Editor
	Finalize candidates for Chapter officers and directors for Ballot	Executive Board
September	Executive Board Teleconference meeting	President
	Nominations for Chapter Awards	Awards Chair, Executive Board
	Election of Chapter Officers and Directors, send out ballots to members	Executive Board, Secretary-Treas.
October	Executive Board Teleconference meeting	President
	Election results reviewed, members notified	Executive Board
November	Executive Board Teleconference meeting	President
	Technical workshop	President-Elect
	Annual Meeting	President
	Conservation Reporter of Year Award presented at annual CACD meeting	Awards Committee Chair
	Conservationist of Year Award presented at annual CACD meeting	Awards Committee Chair
	Junior Conservationist of Year Award presented at annual CACD meeting	Awards Committee Chair
	Review and approve nominations for national awards	Executive Board