

MICHIGAN CHAPTER
SOIL AND WATER CONSERVATION SOCIETY
2013 ANNUAL WORK PLAN

Month	Activities	Responsibility	Done?	
January	Executive Council Teleconference 1/4	Executive Council	Yes	
	*Appoint or Confirm Secretary and Treasurer	President	Yes	
	Complete Plans for ANR Week	ANR Week Planning Committee	Yes	
	Prepare & Adopt Chapter 2013 Budget	Budget Committee & Executive Council	Yes	
	File IRS 990	Treasurer	Yes	
	Conduct Financial Audit	Audit Committee w/ Treasurer	Yes	
	Prepare 2012 Chapter CORE Report	Secretary	Yes	
	Prepare applications for Chapter awards/recognition	Awards Committee	No	
	Request Newsletter Items 1/5	Newsletter Committee	No	
	**ENC Teleconference	ENC Committee Members	No	
	*Appoint Audit Committee	President	?	
	*Appoint Committees required in Bylaws.	President	Yes	
	Appoint Other Committees as needed	President	Yes	
	Submit Newsletter Items by 1/15	As assigned	No	
	Publicize ANR Week Program	Secretary	Yes	
	February	Executive Council Teleconference 2/1	Executive Council	Yes
		Publish newsletter 2/1	Newsletter Committee	No
Submit 2012 Chapter CORE Report by 2/15		Secretary	Yes	
Submit Chapter awards/recognition by 2/12		Awards Committee	No	
Follow-up/confirm committee appointments		President	Yes	

*As required by bylaws
**Date to be determined

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March	Executive Council Teleconference 3/1	Executive Council	Yes
	Present ANR Week Program March 6, 2013	ANR Week Planning Comm.	Yes
	Distribute Membership list to Officers	Secretary	
April	Executive Council Teleconference 4/5	Executive Council	
	Chapter policies - Review and update as needed	Policy Committee	
	Assist with State Land Judging Contest	Kinter, Kesselring and others	
	Request Silent Auction Items for National Convention	Executive Council	
	Appoint House of Delegates Representative	Executive Council	
	Submit Issue Papers and Resolutions to HQ	Executive Council	
	Executive Council Teleconference 5/3	Executive Council	
May	Attend East North Central Region Workshop**	Executive Council Members	
	Conduct Highway Cleanup 5/11	Kinter	
	Committee Reports due to President	All Appointed Committees	
	Request Newsletter Items 5/15	Newsletter Committee	
	Submit Newsletter Items by 5/30	As assigned	
	Submit Annual Conference Silent Auction Items	Executive Council	
	Appoint Summer or Fall Tour Committee	President	
	**ENC Teleconference	ENC Committee Members	

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June	Executive Council Teleconference 6/7	Executive Council	
	Activate Scholarship Committee	President	
	Distribute Membership list to Officers	Secretary	
	Complete Prelim. Plans for Summer or Fall Tour	Fall Tour Committee	
	Publish Newsletter June 15	Newsletter Committee	
	Appoint Annual Meeting Comm.	President	
	*Appoint Nom. Comm. 180 days before Ann. Mtg.	President	
	*Appoint Elections Committee	President	
July	Executive Council Teleconference 7/5	Executive Council	
	Publicize Fall Tour	Fall Tour Committee	
	Appoint ANR Week Planning Committee	President	
	Review and Update Budget	Executive Council	
	Attend SWCS Annual Conf. 7/21-24	Officers and members as available	
	8/1 Request newsletter items	Newsletter Committee	
	Contact MACD re: Partnership Training Comm.	Annual Meeting Planning Liaison	
August	Executive Council Teleconference 8/2	Executive Council	
	Finalize Plans for Fall Tour	Fall Tour Committee	
	Submit Newsletter Items by 8/15	Various	
	Publish Newsletter 9/1	Newsletter Committee	
	Start Planning for 2014 ANR Week Seminar	ANR Planning Committee	

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September	Executive Council Teleconference 9/6	Executive Council	
	Request nominations for individual awards	Awards Committee	
	Confirm Annual Meeting Theme	Annual Meeting Committee	
	Request Newsletter Items Sept. 15	Newsletter Editor	
	Distribute Membership list to Officers	Secretary	
	*Noms. due to Pres. 60 days before Ann. Mtg. (9/7)	Nominations Committee	
	**Conduct Highway cleanup	Kinter	
	Complete 2014 ANR Seminar Theme & Description	ANR Planning Committee	
October	Executive Council Teleconference 10/4	Executive Council	
	Hold Fall Tour **	Fall Tour Committee	
	Finalize Annual Meeting Plans	Annual Meeting Committee	
	*Mail Ballots 30 days before Ann. Mtg.	President	
	10/1 Send Scholarship announcement to contacts	Scholarship Committee	
	Submit Newsletter Items by Oct. 1	Various	
	Reserve ANR Room(s) by **	ANR Planning Committee	
	Award nominations due Nov. 1	Awards Committee	
	Publish newsletter by October 15	Newsletter Editor	

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November	Executive Council Teleconference 11/1	Executive Council	
	11/1 Send Scholarship applic. deadline reminder	Secretary	
	**Annual Meeting	All Members	
	Award recommendations to President by **	Awards Committee	
	*Ballots due back 10 days before Ann. Mtg. **	Members	
	*Submit Election results to President	Elections Committee	
	Submit ANR Week Program to MSU by **	ANR Planning Committee	
	Long-range plan review and update	Executive Council	
	Develop draft 2014 Annual Work Plan	2014 President & Secretary	
	Develop draft 2014 Budget	2014 President & Treasurer	
	Review and approve nominations for individual awards	Executive Council	
	11/30 Scholarship applications due	Scholarship Committee	
December	Executive Council Teleconference 12/1	Executive Council	
	Send Individual Award Nominations to Ankeny	Awards Committee	
	Announce New Officers to membership	Secretary	
	Notify Headquarters of New Officers	Secretary	
	12/15 Select & announce Scholarship recipient	Scholarship Committee	
	Distribute Membership list to Officers	Secretary	
	Draft preliminary plans for ANR Week	ANR Week Planning Committee	
	Review and update budget for 2013 Final Report	Executive Council	
	Finalize year 2013 Record of Activities	New Past-President	

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