

Appendix A
Officer Tips

I. President

- A. Template for [Program of Work](#) (Virtual meeting, Exec Board Meetings and Correspondence)
- B. [Agenda Template](#)

II. Vice President

III. Vice President Elect

IV. Secretary

- A. Contact people who did not renew membership
- B. Send letters to university students
- C. Keep in contact with the treasurer

V. The treasurer will:

- A. Receive and process all monies for membership dues
- B. Receive all monies for registration for WFCE Annual Conference and deposit within a month of the conference.
- C. Keep in contact with secretary with regard to memberships and forward all membership forms to the secretary
- D. Pay all bills owed by the organization during the fiscal year
- E. Pay all scholarships offered by WFCE organization throughout the year
- F. Pay all bills owed by WFCE for Annual WFCE Conference
- G. Prepare Financial Report for the Executive Board and Council meetings throughout the year
- H. Prepare Financial Report for Annual WFCE Business Meeting
- I. Open and maintain WFCE Checking Account
- J. Keep the official log (addresses) of members (Approved 2/09)
- K. Post the membership directory to the website (Approved 2/09)

VI. Reporter

- A.

VII. Criteria for writing WFCE End-of Year Report:

- Reports for all officers, CESA representatives, and major committees:
-review your plan of action for the year

- explain/list goals identified for the year
- state strategies and cite examples to support accomplishment of goals -share other work you have done that was not a part of your initial plan of action -recommend additional action to be taken in the future
- other information

CESA representatives also include:

- describe the networking process in your CESA
- evaluate the networking process
- state further directions/plans needed to be taken in your CESA

All reports due to the president by July 1.