



Midwest Region Administrative Schedule of Activities – 2012

January

- 1st -- (no later than) – E-Mail out the NCCC proxy form to each club Governor – **RE**
- 1st -- (no later than) – E-Mail out the MWR Administrative Schedule to each Officer and Governor – **RE**
- 1st -- Submit request for annual Regional Governors meeting rooms to NCCC Business Manager - **RE**
- 15th -- (or earlier) – Sanction Event Requests mailed to RCD – Governors (**RCD** will complete task for 2012)
- 15th -- (no earlier than) – Submit “permanent” Competition Number Requests to **RCD** – **membership**
- 31st -- Add updated MWR Standing Rules to the MWR website – **RE and Webmaster**

February

- 1st -- Obtain five properly completed NCCC proxies from each club Governor – **RE**
- 10th -- Send proposed Regional Meeting agenda to the Regional Officers for approval - **RE**
- 15th -- Cut off for mailing (postmark) “permanent” Competition Number requests - **membership**
- 17th -- Send Regional Meeting agenda to the MWR Governors and Regional Officers - **RE**
- 25th -- Regional Meeting at National Governors Meeting – **RE**
- 25th -- (no later than) – Establish annual financial audit committee – **RE**
- 25th -- (no later than) – Initiate annual financial audit – **RT**
- 25th -- Regional Party status – Regional Club Champion - **Dave Heinemann**
- 25th -- Clubs interested in hosting the MWRCS should announce their interest at the first MWR Regional Meeting of the calendar year – **Governors**
- 25th -- Determine if a Governors meeting is required at the Regional Party – **Regional Officers and Governors**
- 25th -- Destroy recent Officer Election ballots – **RS**
- 28th -- Submit MWR article for Blue Bars, Cover late May to mid-August – **RE, RCD and RMD**

March

- 1st -- Deadline to submit a written MWRCS bid to the MWR-RCD – **Governors** (NOTE: If no bids are submitted by this time, the MWRCS would be replaced with the alternative based on highest average points in a Speed Event Class, most total points in Rallies and most total points in a Concours Class. Travel points would not be included. See **RCD** for additional details)
- 4th -- (no later than) – E-Mail draft of Feb Regional meeting minutes to RE, RMD & RCD – **RS**
- 6th -- (no later than) – Return Regional meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 9th -- E-Mail final Feb Regional meeting minutes to Governors and MWR officers – **RS**
- *9th -- Send proposed Regional (Party) Meeting agenda to the Regional Officers for approval - **RE**
- 15th -- E-Mail or Mail “permanent” Competition Number assignments – **RCD**
- **15th -- (no later than) distribute Governor ballots to vote on MWRCS bids – **RCD**
- *16th -- Send Regional (Party) Meeting agenda to the MWR Governors – **RE**
- *24th -- Regional Meeting (Regional Party site) 2:00 PM – **RE**
- 24th -- Midwest Regional Party held at the William Tell Holiday Inn, Countryside, IL – **Dave Heinemann**

April

- **1st -- (no later than) MWR Governors will return MWRCS ballots with their vote to the RCD – **Governors**
- *1st -- (no later than) – E-Mail draft of Regional (Party) meeting minutes to RE, RCD & RMD – **RS**
- *3rd -- (no later than) – Return Regional (Party) meeting minutes w/corrections to RS – **RE, RCD & RMD**
- 5th -- (no later than) Announce the results of any voting on a MWRCS for 2012 - **RCD**
- *6th -- E-Mail final Regional (Party) meeting minutes to Governors and MWR Officers – **RS**
- 20th -- Send proposed Regional Meeting agenda to the Regional Officers for approval - **RE**
- 27th -- Send Regional Meeting agenda to the MWR Governors and Regional Officers - **RE**

May

- 5th -- Regional Meeting at National Governors Meeting – **RE**
- 5th -- Report on results of annual financial audit – **RT and Tom Kasten**
- 5th -- Establish Officer Nominating Committee – **RE**
- 13th -- (no later than) – E-Mail draft of May Regional meeting minutes to RE, RCD & RMD – **RS**
- 15th -- (no later than) – Return Regional meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 18th -- E-Mail final April Regional meeting minutes to Governors and MWR Officers – **RS**

June

- 15th -- Perform 1st Competition Points Audit (prior to Convention) – **RCD**
- 23rd -- 30th – NCCC National Convention, Topeka, KS



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July

- 15th -- Submit MWR article for Blue Bars – **RE, RCD and RMD**. Topics through end of 2011
- **31st -- Complete preliminary MWRCS tasks, see the MWRCS checklist in the MWR Standing Rules – **Host club(s) and Governors with oversight by the RCD**

August

- 24th -- Send proposed Regional Meeting agenda to the Regional Officers for approval - **RE**
- 31th -- Send Regional Meeting agenda to the MWR Governors - **RE**

September

- 8th -- Regional Meeting at National Governors Meeting – **RE**
- 8th -- Submit Officer nominations – **Nominating Committee**
- 8th -- Establish an Awards Committee – **RE**
- 8th -- Confirm and approve Sanction meeting date and location - **RE**
- 8th -- (prior to MWRCS) Perform 2nd Competition Points Audit – **RCD**
- 16th -- MWRCS qualifying cutoff date – **RCD**
- 16th -- Prepare and mail Officer Ballots – **RE**
- 16th -- (no later than) – E-Mail draft of Sept Regional meeting minutes to RE, RCD & RMD – **RS**
- 18th -- (no later than) – Return Regional meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 21st -- E-Mail final September Regional meeting minutes to Governors and MWR Officers – **RS**
- 30th -- Submit MWR articles to Blue Bars – **RE**

October

- **6th – 7th -- MWRCS – **Host club(s) and Governors with oversight by the RCD**
- 13th – 14th – MWR Fund Raiser -- **RCD**
- 26th -- Send proposed Regional Meeting agenda to the Regional Officers for approval - **RE**

November

- 2nd -- Send Regional Meeting agenda to the MWR Governors - **RE**
- 10th -- (prior to Regional meeting) Accept applications for MWR Appointed Officer(s) - **RE**
The RE, with recommendations from the MWR elected officers and with MWR Governor Approval, will announce the MWR Appointed Officer(s) selections at the first MWR meeting of the following year.
- 10th -- Regional Meeting at National Governors Meeting – **RE**
- 10th -- Bring MWR Officer Election ballots to MWR Governors Meeting – **RS**
- 10th -- Appoint Teller committee to count ballots -- **RE**
- 10th -- Announce Officer Election results – **RE**
- 10th -- Appoint Annual Financial Audit Committee – **RT**
- 10th -- (prior to Sanctioning Meeting) Perform 3rd Competition Points Audit – **RCD**
- 10th -- Tentative Regional Sanctioning Meeting if confirmed at September 8th Regional Meeting – **RCD**
- 10th -- Governors' approve MWRCS and NCCC Points awards budgets - **RE**
- 10th -- Regional Party Budget/Plan Review – **Regional Club Champion**
- 10th -- Distribute "permanent" Speed event number request forms to Governors – **RCD**
- 10th -- Determine next year's Regional meeting dates – **RE**
- 10th -- Begin accepting bids for the MWRCS – **RCD**
- 10th -- (no later than) – Return renewal materials to RMD – **Governors**
- 18th -- (no later than) – E-Mail draft of Nov Regional meeting minutes to RE, RCD & RMD – **RS**
- 20th -- (no later than) – Return Regional meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 23rd -- E-Mail final November Regional meeting minutes to Governors and MWR Officers – **RS**
- 30th -- Submit MWR article for Blue Bars – **RE, RCD and RMD** (covers late January, 2012 to late April, 2012)

December

- 1st -- Send membership renewal materials to National VP of Membership – **RMD**
- 15th -- Send Region Mailing list to MWR Governors, MWR Officers and NCCC Secretary – **RMD**

- * -- Only applicable if a decision was made to have a Governors Meeting at the Regional Party
- ** -- Only applicable if a traditional MWRCS is held

Definitions: RE – Regional Executive, RS – Regional Secretary, RT – Regional Treasurer, RCD – Regional Competition Director, RMD – Regional Membership Director, RW – Regional Webmaster