



Midwest Region Administrative Schedule – (as of 1/3/2017)

January

- 1st -- (no later than) – E-Mail NCCC proxy instructions to each club Governor – **RE**
- 1st -- Update Region Website for coming year (new Officers, new Governors, club counts, membership numbers, etc)- **RW**
- 1st – (starting) E-Mail or Mail via USPS, a completed copy of your NCCC Proxy form to the RE – **Governors**
- 1st -- (no later than) – E-Mail MWR Administrative Schedule to each Officer and Governor – **RE**
- 1st -- Create Region Voting System practice exercises for new Governor training – **RE**
- 1st -- Submit request for annual Region Governors meeting rooms to NCCC Sgt-At-Arms – **RE**
- 15th -- Complete entering region events into the NCCC Competition Database - **RCD**
- 15th -- (*no earlier than*) – Submit "Assigned" Competition Number Requests to RCD – **membership**
- 31st -- Add updated MWR Standing Rules to the MWR website – **RE** and **RW**

February

- 1st -- (no later than) Obtain completed NCCC proxy forms from each club Governor – **RE**
- 11th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 15th -- *Cut off for mailing (postmark) "Assigned" Competition Number requests*
- 18th -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 18th -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 25th -- Region Meeting at National Governors Meeting – **RE**
- 25th -- (no later than) – Initiate annual financial audit – **RT** and **Tom Kasten**
- 25th -- Review and approve Annual Financial Plan – **RT** and **Governors**
- 25th -- Report Region Party status – Region Club Champion – **Dave and Joan Heinemann**
- 25th -- Determine if a Governors meeting is required at the Region Party – **Region Officers** and **Governors**
- 25th -- Destroy recent Officer Election ballots – **RS**
- 25th -- Approve Appointed Officer candidates – **RE** recommendation with **Governors** approval

March

- 1st -- Submit MWR article for Blue Bars – **RE, RCD and RMD**
- 11th -- (no later than) – E-Mail draft of February Region meeting minutes to RE, RMD and RCD – **RS**
- 14th -- (no later than) – Return February Region meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 15th -- E-Mail or Mail "Assigned" Competition Number assignments – **RCD**
- 15th -- E-Mail final Annual Financial Plan to Governors and Officers – **RT**
- 18th -- E-Mail final February Region meeting minutes to Governors and Region Officers – **RS**

April

- 1st -- Midwest Region Party held at the William Tell Holiday Inn, Countryside, IL – **Dave and Joan Heinemann**
- 15th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 29nd -- E-Mail final Region Meeting agenda to the Governors and Region Officers – **RE**
- 29nd -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**

May

- 6th -- Region Meeting at National Governors Meeting – **RE**
- 6th -- Report results of Annual Financial audit – **Tom Kasten**
- 6th -- Establish Officer Nominating Committee – **RE**
- 20th -- (no later than) – E-Mail draft of Region meeting minutes to RE, RCD and RMD – **RS**
- 24th -- (no later than) – Return Region meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 27th -- E-Mail final Region meeting minutes to Governors and Region Officers – **RS**
- 31st -- Submit MWR article for Blue Bars – **RE, RCD and RMD**

August

- 21st – 25th – *NCCC National Convention, Bowling Green, KY*
- 28th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**
- 31st -- Submit MWR articles to Blue Bars – **RE, RCD and RMD**



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September

- 2nd -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 2nd -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 9th -- Region Meeting at National Governors Meeting – **RE**
- 9th -- Submit Officer nominations – **Nominating Committee**
- 9th -- Establish an Awards Committee – **RE**
- 9th -- Appoint Teller committee to count ballots prior to the November Region Governors meeting-- **RE**
- 9th -- Confirm and approve Sanction meeting date and location - **RE**
- 9th -- Review draft 2017 Region Competition Schedule worksheet – **RCD**
- 23rd -- Prepare Region Voting System and publish Officer Ballots – **RE**
- 23rd -- (no later than) – E-Mail draft of Sept Region meeting minutes to RE, RCD and RMD – **RS**
- 27th -- (no later than) – Return Region meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 30th -- (no later than) – Send membership renewal letters to MAL's – **RMD**
- 30th -- E-Mail final September Region meeting minutes to Governors and Region Officers – **RS**

October

- 28th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**

November

- 4th -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 4th -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 10th -- Bring any manual Officer Election ballots to the Teller Committee meeting – **RS**
- 10th -- Close Region Voting System and review election results with the Teller Committee – **RE and RS**
- 11th -- (prior to Region meeting) Accept applications for MWR Appointed Officer(s) - **RE**
- 11th -- Region Meeting at National Governors Meeting – **RE**
- 11th -- Announce Officer Election results – **RS**
- 11th -- Appoint Annual Financial Audit Committee – **RE**
- 11th -- Review Annual Financial Plan, first draft – **RT**
- 11th -- Announce the Region #1Club, #1Men's, #1Ladies, Autocross, Concours and Rallye Competition Champions – **RCD**
- 11th -- Hold Region Sanctioning Meeting, if confirmed at September Region Meeting – **RCD**
- 11th -- Region Party Budget/Plan Review – **Region Club Champion**
- 11th -- Distribute "Assigned" Speed event number request forms to Governors – **RCD**
- 11th -- Determine next year's Region meeting dates – **RE**
- 11th -- (no later than) – Return renewal materials to RMD – **Governors**
- 11th -- Determine if a Head Tax is required for the coming year – **Governors and RT**
- 25th -- (no later than) – E-Mail draft of November Region meeting minutes to RE, RCD and RMD – **RS**
- 29th -- (no later than) – Return Region meeting minutes w/corrections to RS – **RE, RCD and RMD**
- 30th -- Submit MWR article for Blue Bars – **RE, RCD and RMD**

December

- 1st -- E-Mail membership renewal materials to National VP of Membership – **RMD**
- 1st -- Order Region shirt for incoming Officers – **RE and RT**
- 2nd -- E-Mail final Region meeting minutes to Governors and Region Officers – **RS**
- 15th -- E-Mail updated roster of MWR Officers and Governors to Region Officers and Governors - **RMD**
- 15th -- (no later than) E-Mail updated Annual Financial Plan to Governors and Region Officers – **RT**

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