



Midwest Region Administrative Schedule – (as of 2/22/2018)

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**
- 10th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 15th -- *Cut off for mailing (postmark) "Assigned" Competition Number requests*
- 17th -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 17th -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 24th -- Region Meeting at National Governors Meeting – **RE**
- 24th -- (no later than) – Initiate annual financial audit – **RT** and **Tom Kasten**
- 24th -- Review and approve Annual Financial Plan – **RT** and **Governors**
- 24th -- Report Region Party status – **Region Club Champion**
- 24th -- Determine if a Governors meeting is required at the Region Party – **Region Officers** and **Governors**
- 24th -- Destroy recent Officer Election ballots – **RS**
- 24th -- Approve Appointed Officer candidates – **RE** recommendation with **Governors** approval

March

- 1st -- Submit MWR article for Blue Bars – **RE, RCD and RMD**
- 10th -- (no later than) – E-Mail draft of February Region meeting minutes to **All Officers** – **RS**
- 10th -- Midwest Region Party held at the William Tell Holiday Inn, Countryside, IL
- 13th -- (no later than) – Return February Region meeting minutes w/corrections to **RS** – **All Officers**
- 15th -- E-Mail or Mail "Assigned" Competition Number assignments – **RCD**
- 15th -- E-Mail final Annual Financial Plan to Governors and Officers – **RT**
- 17th -- E-Mail final February Region meeting minutes to Governors and Region Officers – **RS**

April

- 14th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 28th -- E-Mail final Region Meeting agenda to the Governors and Region Officers – **RE**
- 28th -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**

May

- 5th -- Region Meeting at National Governors Meeting – **RE**
- 5th -- Report results of Annual Financial audit – **Tom Kasten**
- 5th -- Establish Officer Nominating Committee – **RE**
- 19th -- (no later than) – E-Mail draft of Region meeting minutes to **All Officers** – **RS**
- 23rd -- (no later than) – Return Region meeting minutes w/corrections to **RS** – **All Officers**
- 26th -- E-Mail final Region meeting minutes to Governors and Region Officers – **RS**
- 31st -- Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

July

15st – 19th – *NCCC National Convention, New Orleans, LA*

August

- 25th -- 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

- 1st -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 1st -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 8th -- Region Meeting at National Governors Meeting – **RE**
- 8th -- Submit Officer nominations – **Nominating Committee**
- 8th -- Establish an Awards Committee – **RE**
- 8th -- Appoint Teller committee to count ballots prior to the November Region Governors meeting-- **RE**
- 8th -- Confirm and approve Sanction meeting date and location - **RE**
- 8th -- Review draft 2018 Region Competition Schedule worksheet – **RCD**
- 22nd -- Prepare Region Voting System and publish Officer Ballots – **RE**
- 22nd -- (no later than) – E-Mail draft of Sept Region meeting minutes to **All Officers** – **RS**
- 26th -- (no later than) – Return Region meeting minutes w/corrections to **RS** – **All Officers**
- 29th -- (no later than) – Send membership renewal letters to MAL's – **RMD**
- 29th -- E-Mail final September Region meeting minutes to Governors and Region Officers – **RS**

October

- 27th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**

November

- 3rd -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 3rd -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 9th -- Bring any manual Officer Election ballots to the Teller Committee meeting – **RS**
- 9th -- Close Region Voting System and review election results with the Teller Committee – **RE** and **RS**
- 10th -- (prior to Region meeting) Accept applications for MWR Appointed Officer(s) - **RE**
- 10th -- Region Meeting at National Governors Meeting – **RE**
- 10th -- Announce Officer Election results – **RS**
- 10th -- Appoint Annual Financial Audit Committee – **RE**
- 10th -- Review Annual Financial Plan, first draft – **RT**
- 10th -- Announce the Region #1Club, #1Men's, #1Ladies, Autocross, Concours and Rallye Competition Champions – **RCD**
- 10th -- Hold Region Sanctioning Meeting, if confirmed at September Region Meeting – **RCD**
- 10th -- Region Party Budget/Plan Review – **Region Club Champion**
- 10th -- Distribute "Assigned" Speed event number request forms to Governors – **RCD**
- 10th -- Determine next year's Region meeting dates – **RE**
- 10th -- (no later than) – Return renewal materials to **RMD** – **Governors**
- 10th -- Determine if a Head Tax is required for the coming year – **Governors** and **RT**
- 24th -- (no later than) – E-Mail draft of November Region meeting minutes to **All Officers** – **RS**
- 28th -- (no later than) – Return Region meeting minutes w/corrections to **RS** – **All Officers**
- 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**
- 1st -- 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