



Midwest Region Administrative Schedule – (as of 1/1/2019)

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**
- 1st -- *(postmark no earlier than)* – Submit "Assigned" Competition Number Renewal Requests to RCD – **membership**
- 15th -- Release training ballot for new Governors to use to learn how to use the Region Voting System - **RE**
- 15th -- Complete entering region events into the NCCC Competition Database - **RCD**
- 31st -- *(postmark no later than)* – Submit "Assigned" Competition Number Renewal 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**
- 9th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 15th -- *(postmark not earlier than)* Submit new "Assigned" Competition Number requests - **membership**
- 16th -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 16th -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 23rd -- Region Meeting at National Governors Meeting – **RE**
- 23rd -- (no later than) – Initiate annual financial audit – **RT** and **Tom Kasten**
- 23rd -- Review and approve Annual Financial Plan – **RT** and **Governors**
- 23rd -- Report Region Party status – **Region Club Champion**
- 23rd -- Determine if a Governors meeting is required at the Region Party – **Region Officers** and **Governors**
- 23rd -- Destroy recent Officer Election ballots and report – **RS**
- 23rd -- Approve Appointed Officer candidates – **RE** recommendation with **Governors** approval

March

- 1st -- Submit MWR article for Blue Bars – **RE, RCD and RMD**
- 9th -- (no later than) – E-Mail draft of February Region meeting minutes to **All Officers** – **RS**
- 9th -- Midwest Region Party held at the **Crowne Plaza, Burr Ridge, IL**
- 12th -- (no later than) – Return February Region meeting minutes w/corrections to **RS** – **All Officers**
- 15th -- *(postmark not later than)* Submit new "Assigned" Competition Number requests - **membership**
- 15th -- E-Mail final Annual Financial Plan to Governors and Officers – **RT**
- 16th -- E-Mail final February Region meeting minutes to Governors and Region Officers – **RS**

April

- 13th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 27th -- E-Mail final Region Meeting agenda to the Governors and Region Officers – **RE**
- 27th -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**

May

- 4th -- Region Meeting at National Governors Meeting – **RE**
- 4th -- Report results of Annual Financial audit – **Tom Kasten**
- 4th -- Establish Officer Nominating Committee – **RE**
- 18th -- (no later than) – E-Mail draft of Region meeting minutes to **All Officers** – **RS**
- 21st -- (no later than) – Return Region meeting minutes w/corrections to **RS** – **All Officers**
- 25th -- E-Mail final Region meeting minutes to Governors and Region Officers – **RS**
- 31st -- Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

July

- 7th – 12th – **NCCC National Convention, Denver, CO.**



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August

- 24th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**
- 31st -- Submit MWR articles to Blue Bars – **RE, RCD** and **RMD**
- 31st -- E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 31st -- E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**

September

- 7th -- Region Meeting at National Governors Meeting – **RE**
- 7th -- Submit Officer nominations – **Nominating Committee**
- 7th -- Establish an Awards Committee – **RE**
- 7th -- Appoint Teller committee to count ballots prior to the November Region Governors meeting-- **RE**
- 7th -- Confirm and approve Sanction meeting date and location - **RE**
- 7th -- Review draft 2020 Region Competition Schedule worksheet – **RCD**
- 21st -- Prepare Region Voting System and publish Officer Ballots – **RE**
- 21st -- (no later than) – E-Mail draft of Sept Region meeting minutes to **All Officers** – **RS**
- 24th -- (no later than) – Return Region meeting minutes w/corrections to RS – **All Officers**
- 28th -- (no later than) – Send membership renewal letters to MAL's – **RMD**
- 28th -- E-Mail final September Region meeting minutes to Governors and Region Officers – **RS**

October

- 26th -- E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**

November

- 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**
- 8th -- Bring any manual Officer Election ballots to the Teller Committee meeting – **RS**
- 8th -- Close Region Voting System and review election results with the Teller Committee – **RE** and **RS**
- 9th -- (prior to Region meeting) Accept applications for MWR Appointed Officer(s) - **RE**
- 9th -- Region Meeting at National Governors Meeting – **RE**
- 9th -- Announce Officer Election results – **RS**
- 9th -- Appoint Annual Financial Audit Committee – **RE**
- 9th -- Review Annual Financial Plan, first draft – **RT**
- 9th -- Announce the Region #1Club, #1Men's, #1Ladies, Autocross, Concours Rallye and Workers Champions – **RCD**
- 9th -- Hold Region Sanctioning Meeting, if confirmed at September Region Meeting – **RCD**
- 9th -- Region Party Budget/Plan Review – **Region Club Champion**
- 9th -- Inform Governors that Assigned Competition Number Renews starting January 1st – **RCD**
- 9th -- Determine next year's Region meeting dates – **RE**
- 9th -- (no later than) – Return renewal materials to RMD – **Governors**
- 9th -- Determine if a Head Tax is required for the coming year – **Governors and RT**
- 23rd -- (no later than) – E-Mail draft of November Region meeting minutes to **All Officers** – **RS**
- 26th -- (no later than) – Return Region meeting minutes w/corrections to RS – **All Officers**
- 30th -- Submit MWR article for Blue Bars – **RE, RCD** and **RMD**
- 30th -- E-Mail final Region meeting minutes to Governors and Region Officers – **RS**

December

- 1st -- E-Mail membership renewal materials to National VP of Membership – **RMD**
- 1st -- Order Region shirt for incoming Officers – **RE** and **RT**
- 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