



## Midwest Region Administrative Schedule – (as of 1/1/2022)

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

### January

- 1<sup>st</sup> - Update Region Website for new year (new Officers, new Governors, club counts, membership numbers, etc.) - **RW**
- 1<sup>st</sup> - (postmark no earlier than) – *Submit "Assigned" Competition Number Renewal Requests to RCD* – **membership**
- 1<sup>st</sup> - E-Mail MWR Administrative Schedule to each Officer and Governor – **RE**
- 15<sup>th</sup> - Create Region Voting System practice exercises for new Governor training – **RE**
- 15<sup>th</sup> - Release training ballot for new Governors to use to learn how to use the Region Voting System – **RE**
- 15<sup>th</sup> - Submit request for quarterly MWR Governors meeting rooms to NCCC Sgt-At-Arms – **RE**
- 15<sup>th</sup> - (no later than) E-Mail NCCC proxy and proxy instructions to each club Governor (per 5.1.2) – **RE**
- 15<sup>th</sup> - (starting) E-Mail or mail a completed copy of your NCCC Proxy form to the RE – **Governors**
- 15<sup>th</sup> - Complete entering region events into the NCCC Competition Database – **RCD**
- 15<sup>th</sup> - Initiate annual financial audit (to be completed by first meeting of the year per 1.1.2) - **RT** and **appointed auditor**
- 31<sup>st</sup> - (postmark no later than) – *Submit "Assigned" Competition Number Renewal Requests to RCD* – **membership**

### February

- 1<sup>st</sup> - Obtain completed NCCC proxy forms from each club Governor (per 5.1.2) – **RE**
- 12<sup>th</sup> - E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 15<sup>th</sup> - (postmark no earlier than) – *Submit new "Assigned" Competition Number requests* - **membership**
- 19<sup>th</sup> - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 22<sup>th</sup> - E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 26<sup>th</sup> - Region Meeting at National Governors Meeting – **RE**
  - Approval to destroy Officer Election ballots – **RS**
  - Approve Appointed Officer candidates – **RE** recommendation with **Governors** approval
  - Report results of Annual Financial audit – **appointed auditor**
  - Review and approve current year Annual Financial Plan – **RT** and **Governors**
  - Report Region Party status – **RE** or **Region Club Champion**
  - Determine if a Governors meeting is required at the Region Party – **All Officers** and **Governors**
- 27<sup>th</sup> - Destroy Officer Election ballots and report (after first MWR Governors meeting of the new year per 1.4.6) – **RS**
- 28<sup>th</sup> - Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

### March

- 12<sup>th</sup> – (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**
- 12<sup>th</sup> - Midwest Region Party held at: Crown Plaza, Burr Ridge, IL
- 15<sup>th</sup> - (no later than) Return Region meeting minutes w/corrections to **RS** – **All Officers**
- 15<sup>th</sup> - (no later than) E-Mail final Annual Financial Plan to Governors and Officers (per 8.6.2) – **RT**
- 15<sup>th</sup> - (postmark no later than) – *Submit new "Assigned" Competition Number requests* - **membership**
- 19<sup>th</sup> - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**

### April

- 23<sup>rd</sup> - E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 30<sup>th</sup> - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**

### May

- 3<sup>rd</sup> - E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
- 7<sup>th</sup> - Region Meeting at National Governors Meeting – **RE**
  - Appoint Officer Nominating Committee (per 1.4.1) – **Officers** recommendation with **Governors** approval
- 21<sup>st</sup> - (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**
- 24<sup>th</sup> - (no later than) Return Region meeting minutes w/corrections to **RS** – **All Officers**
- 28<sup>th</sup> - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**
- 31<sup>st</sup> - Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

### June

- 12<sup>th</sup> - 17<sup>th</sup> NCCC National Convention, Atlantic City, NJ



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### August

- 27<sup>th</sup> - E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**  
31<sup>st</sup> - Submit MWR articles to Blue Bars – **RE, RCD** and **RMD**

### September

- 3<sup>rd</sup> - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**  
6<sup>th</sup> - E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**  
10<sup>th</sup> - Region Meeting at National Governors Meeting – **RE**
- Submit Officer nominations – **Nominating Committee**
  - Appoint an Awards Committee (per 4.2.1.1) – **RE** recommendation with **Governors** approval
  - Discuss #1 Club possibilities and need for Banquet plan at November meeting
  - Appoint Teller committee to count ballots prior to the November Region Governors meeting-- **RE**
  - Confirm and approve the current year tentative Sanction meeting date and location set at last year's Sanction meeting (per 5.1.6) – **RE** with **Governors** approval
  - Review draft of next year Region Competition Schedule worksheet – **RCD**
- 24<sup>th</sup> - (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**  
24<sup>th</sup> - (no later than) Prepare Region Voting System and publish Officer Ballots (2 weeks after Sept mtg per 1.4.4.2) – **RE**  
25<sup>th</sup> - (no later than) Send membership renewal letters to MAL's – **RMD**  
27<sup>th</sup> - (no later than) Return Region meeting minutes w/corrections to RS – **All Officers**

### October

- 1<sup>st</sup> - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**  
1<sup>st</sup> - File the MWR's Not For Profit Annual Report with the State of Illinois (due date 11/1) – **RE**→ **Bill Docherty**  
29<sup>th</sup> - E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**

### November

- 5<sup>th</sup> - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**  
8<sup>th</sup> - E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**  
11<sup>th</sup> - Bring any manual Officer Election ballots to the Teller Committee meeting – **RS**  
11<sup>th</sup> - Close Region Voting System and review election results with the Teller Committee (per 1.4.4.2) – **RE** and **RS**  
11<sup>th</sup> - (prior to Region meeting) Accept applications for MWR Appointed Officer(s) - **RE**  
12<sup>th</sup> - Region Meeting at National Governors Meeting – **RE**
- Announce Officer Election results – **RS**
  - Appoint Annual Financial Audit Committee – **RE**
  - Determine next year's Region meeting dates and tentative date for next year's Sanction meeting (per 5.1.6) – **RE** with **Governors** approval
  - Review Annual Financial Plan, first draft – **RT**
  - Determine if a Head Tax is required for the coming year – **Governors** and **RT**
  - Announce the Region #1Club, #1Men's, #1Ladies, Autocross, Concours Rallye and Workers Champions – **RCD**
  - Hold Region Sanctioning Meeting, if confirmed at September Region Meeting – **RCD**
  - Inform Governors that Assigned Competition Number Renews starting January 1st – **RCD**
  - Region Party Budget/Plan Review – **Region Club Champion**
- 15<sup>th</sup> - (no later than) Return renewal materials to RMD – **Governors**  
26<sup>th</sup> - (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**  
29<sup>th</sup> - (no later than) Return Region meeting minutes w/corrections to RS – **All Officers**  
30<sup>th</sup> - If changes made at November meeting, E-Mail updated Annual Financial Plan to Governors and Region Officers – **RT**  
30<sup>th</sup> - Add updated MWR Standing Rules to the MWR website – **RE** and **RW**  
30<sup>th</sup> - Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

### December

- 3<sup>rd</sup> - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**  
15<sup>th</sup> - E-Mail updated roster of MWR Officers and Governors to Region Officers and Governors (per 6.1.6.1) - **RMD**  
15<sup>th</sup> - E-Mail membership renewal materials to National VP of Membership – **RMD**  
31<sup>st</sup> - Order Region shirt(s) for incoming Officer(s) (this is to be next year expense) – **RE** and **RT**