



Midwest Region Administrative Schedule – (as of 1/1/2024)

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

January

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

February

- 1st – (no later than) E-mail or mail your completed NCCC Proxy form to the RE if needed (per 5.1.2) – **Governors**
- 13th - E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 15th - (postmark no earlier than) *Submit new "Assigned" Competition Number requests* to RCD - **membership**
- 20th - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 20th - 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**
 - 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**
- 25th - Destroy Officer Election ballots and report (after first MWR Governors meeting of the new year per 1.4.6) – **RS**
- 28th - Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

March

- 9th – (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**
- 12th - (no later than) Return Region meeting minutes w/corrections to RS – **All Officers**
- 15th - (no later than) E-Mail final Annual Financial Plan to Governors and Officers (per 8.6.2) – **RT**
- 15th - (postmark no later than) *Submit new "Assigned" Competition Number requests* to RCD - **membership**
- 16th - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**

April

- 1st - (postmark no earlier than) *Submit out of region "Assigned" Competition Number Requests* to RCD – **membership**
- 6th - Midwest Region Party: Madison, WI
- 15th - (postmark no later than) *Submit out of region "Assigned" Competition Number Requests* to RCD – **membership**
- 23rd - E-Mail proposed Region Meeting agenda to the Region Officers for approval - **RE**
- 30th - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
- 30th - 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**
 - Appoint Officer Nominating Committee (per 1.4.1) – **Officers** recommendation with **Governors** approval
- 13th - 19th NCCC National Convention, Joplin, MO
- 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 - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**
- 31st - Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

August

- 31st - Submit MWR articles to Blue Bars – **RE, RCD** and **RMD**

September



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- 3rd - E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**
10th - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
10th - E-Mail documents to be reviewed during the Region Governors meeting to the MWR Governors and Officers – **All**
14th - 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**
- 25th - (no later than) Send membership renewal letters to MAL's – **RMD**
28th - (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**
28th - (no later than) Prepare Region Voting System and publish Officer Ballots (2 weeks after Sept mtg per 1.4.4.2) – **RE**

October

- 1st - File the MWR's Not For Profit Annual Report with the State of Illinois (due date 11/1) – **RE**→ **Bill Docherty**
1st - (no later than) Return Region meeting minutes w/corrections to RS – **All Officers**
5th - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**
29th - E-Mail proposed Region Meeting agenda to the Region Officers for approval – **RE**

November

- 5th - E-Mail final Region Meeting agenda to the MWR Governors and Region Officers – **RE**
5th - 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 (per 1.4.4.2) – **RE** and **RS**
8th - (prior to Region meeting) Accept applications for MWR Appointed Officer(s) - **RE**
9th - Region Meeting at National Governors Meeting – **RE**
- Announce Officer Election results – **RS**
 - Appoint Annual Financial Audit Committee – **RE**
 - Hand out Proxy Forms to complete during the meeting if any new Governors are present – **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 Renewals starting January 1st – **RCD**
 - Region Party Budget/Plan Review – **Region Club Champion**
- 15th - (no later than) Return renewal materials to RMD – **Governors**
23rd - (no later than) E-Mail draft of Region meeting minutes to **All Officers** – **RS**
26th - (no later than) Return Region meeting minutes w/corrections to RS – **All Officers**
30th - (no later than) E-Mail final Region meeting minutes to Governors and Region Officers (per 7.1.1.2) – **RS**
30th - If changes made at November meeting, E-Mail updated Annual Financial Plan to Governors and Region Officers – **RT**
30th - Add updated MWR Standing Rules to the MWR website – **RE** and **RW**
30th - Submit MWR article for Blue Bars – **RE, RCD** and **RMD**

December

- 15th - E-Mail updated roster of MWR Officers and Governors to Region Officers and Governors (per 6.1.6.1) - **RMD**
15th - E-Mail membership renewal materials to National VP of Membership – **RMD**