

Title: WAND President

Elected or Appointed Position: Elected Annually

Service: 3 years, president-elect, president and past-president

Overview: The President will serve for one [1] year. The President will ensure the WAND's strategic direction and values are carried into effect except in those instances in which those responsibilities are specifically assigned to another office. The President will: serve as the chief executive officer, official spokesperson of WAND and the Chair of the Board of Directors; appoint chairs of committees, task forces and work groups; preside at meetings of the full membership and Board of Directors; issue the call for all meetings by the Board. Schedules and sets up four meetings, provides board notification, for the year of office.

Duties: Completes Principles of Affiliation report for the Academy, schedules and presides over Board Meetings and Annual Business Meeting, Budget and Ballot Approval

Checklist/Calendar:

Month	Duties	Done
June	WAND Monthly Board Report Update Board of Directors/Committee Chair Directory Send Academy Board Information Request for Budget Information and Develops Annual Budget Budget Approval Obtains Access to All WAND Documents/Sets Up Access Files Orients All New Board Members Distributes Board Position Job Descriptions Sets Up Board Retreat to Identify Key Issues for the Year and Meets with All Board Members to Identify Important Issues Make Sure Board Members Understand Responsibilities Set Dates for Board Meetings by Phone/In-Person Chairs Strategic Planning Committee/Meets with Former President to Discuss Outstanding Issues	
July	WAND Monthly Board Report Complete the Principles of Affiliation report for the Academy Schedules and Sets up August Board Meeting; Sends Notice Meets with Key Board Members to Monitor Progress on Strategic Plan	
August	WAND Monthly Board Report Requests Board/Chair Reports and Agenda Items August Board Meeting Review and Check Meeting Minutes Meets with Key Board Members to Monitor Progress on Strategic Plan	

September	WAND Monthly Board Report Meets with Key Board Members to Monitor Progress on Strategic Plan	
October	WAND Monthly Board Report Attends FNCE – WAND representative Schedules/Sets up November Board Meeting; Sends Notice Hold Elections for Annual Educator Award Submit President Report to Range Rider Newsletter Meets with Key Board Members to Monitor Progress on Strategic Plan	
November	WAND Monthly Board Report Ensure Send Candidate Name to AND-Educator Award in Dec November Board Meeting Meets with Key Board Members to Monitor Progress on Strategic Plan Review and Check Meeting Minutes	
December	WAND Monthly Board Report Schedules/Sets up January Board Meeting; Sends Notice Meets with Key Board Members to Monitor Progress on Strategic Plan	
January	WAND Monthly Board Report Requests Board/Chair Reports and Agenda Items January Board Meeting Facilitates Board Approval of February Election Ballot Meets with Key Board Members to Monitor Progress on Strategic Plan	
February	WAND Monthly Board Report Vote in WAND and National Election Ensure WAND Ballot is Distributed February 1, Closed EOM. Meets with Key Board Members to Monitor Progress on Strategic Plan	
March	WAND Monthly Board Report Ensure Secretary Sends Election Notifications Be Sure Annual Awards are Ready for Annual Meeting Schedules Annual Business Meeting Schedules and Sets up April Board Meeting; Sends Notice Submit President Report to Range Rider Newsletter Meets with Key Board Members to Monitor Progress on Strategic Plan	
April	WAND Monthly Board Report Requests Board/Chair Reports and Agenda Items April Board Meeting Review and Check Meeting Minutes	

	Annual Business Meeting Review and Check Meeting Minutes New Board Member Orientation Meets with Key Board Members to Monitor Progress on Strategic Plan	
May	WAND Monthly Board Report Transition to Past – President Meets with Incoming President on Strategic Plan Monitoring Makes Sure New President has Access to WAND Documents	

Resources:

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: www.eatrightwyoming.org

DMIS (www.eatright.org/dmis).