

## Charges for the MWD Council

- Ensure that the Midwest Notes and the new blog system are properly publicized
- To consider a fall mailing regarding upcoming district events and information to encourage more applications for region days.
- Know and uphold the District Constitution in regards to the budget and reimbursements
- To execute the plan for the Leadership Weekend at Kearney, NE.
  - Proposed date for this event is May 21st thru May 22nd.
  - Add social or icebreaker activities on Friday night and still keeping the majority of the event on Saturday.
  - Saturday morning will start off with a motivational speaker and then participants will break off into separate sessions depending on their officer position.
  - There will be one workshop during each session that is designed to be open to others in attendance that is not chapter officers. There will be a total of 3 sessions an hour long each and a Ritual Education segment.
  - The day will end with mock meetings, a break for dinner and then a closure session done by the same speaker that started the day. In the schedule that is attached to this report we also include a list of possible speakers and session leaders for the District Council to consider.
  - Housing for the Leadership weekend was also discussed. Incoming district officers need to contact the chapters at Kearney and discuss possibly having them host some of the attendees, look into possibly using the dorms on campus, and coming up with a list of reasonably priced hotels in the area. In addition, we encourage the council to keep in mind that we want to keep down the cost of this event as much as possible.
- Work with the chapters at the University of Missouri-Columbia to host a Region Day.

## Charges for the KKY President

- Ensure that both publication committee chairs and advisers are both provided with the same information regarding joint charges and other meeting information
- Ensure that the 2011-2012 convention host chapters keep the convention website updated with all appropriate information and forms
- Be excruciatingly clear and detailed in your communications with District and National Officers as well as chapters and presenters for all district events
- Continue promoting interaction among chapters in the district
- Continue the Chapter Calling Program
- Encourage use of the district website and listserv by posting important information through these systems
- Work with the 2012 Convention host chapters to develop a paperless registration system
- Ask for help when you are confused!

## Charges for the KKY Vice President

- To continue working on the Membership Education Database.

- To finish gathering the information for the listserv statistics that I have compiled and to come up with a plan to increase the percentage of active members before convention next year.
- To attend and promote current district events to continue to develop a strong and healthy Prospective Member education program for chapters across the district

## Charges for the KKY Secretary/Treasurer

- Get the 2011 District Convention Minutes finalized within the first month in office.
- Immediately update the District Constitution and Bylaws with the changes made at convention.
- Be prompt with all monetary transactions.
- Work to create a district fundraiser that takes place outside of convention.
- Attend and promote district events and encourage chapter relationships across the district.
- Update “So You Want to be an Officer” packet
- Add specific and clear procedures for application
- Should be professional and free of grammatical errors
- Contains in order: professional resume, platform, required letters of recommendation
- Include the position you are running for and if it would be ok if you were recommended for a different officer position
- Indicate whether or not you can attend national convention (if applicable year)
- Recommend packet submitted electronically to current district president 2 weeks before convention
- Reexamine the application process and effectiveness of the Chapter Travel Grant and come to the 2012 Convention with a plan for the future of the program.
- Know and uphold the District Constitution in regards to the budget and reimbursements.
- Further the fundraising ideas above and work with the MWDAA to determine the feasibility of a fundraiser geared towards Alumni

## Charges for the KKY Member at Large

- **Work hard to establish contact with hard to reach chapters.** Don't be discouraged when you have trouble getting a hold of chapters you need to visit. You just have to keep pounding your head against that wall until you break through. And don't worry, once you do, there will be another wall. Keep at it. You will get the job done.
- **Work on your time management.** The earlier you update your paperwork, packets, and dates, the happier the President, Governors, and chapters are with you. This will give able time to answer any questions they have for you and make things run smoother
- **Most importantly, ASK FOR HELP!** You have your fellow officers, your governors, and past officers to contact whenever you need advice or other assistance. Use these resources. I keep Denali on speed dial.
- Encourage each chapter to submit an article about any event that requires full chapter membership
- MAL should complete the criteria for the “Outstanding Musicianship Award” and add it to the awards packet for next year's convention

- MAL should start compiling a proposal for an effective way to execute the “Outstanding Musical Performance Award”
- MAL should review all guidelines for the awards packet
- Convention site should provide the information needed for the Representation Award.

## **Charges for the Midwest Publications Host Chapters**

- Update Convention Bid Guidelines on the website.
- Upload candidate packet information to convention website as soon as it is available
- The publishing chapter shall be responsible for rebranding the Midwest Notes to a blog-style format, integrating social networking for the purpose of sharing articles, i.e. through Facebook, Twitter, etc.
- The new Midwest Notes shall have a presence on Facebook and Twitter in order to facilitate wider public and district-wide knowledge of its online presence and potential
- The publishing chapter shall convert all editions since 2003 Post-Convention into blog-style articles to be included in the new archives and tag them appropriately
- Articles shall be submitted via a specified email address decided upon by the host chapter and through a web form posted on the blog site
  - a. There should be no more than one week between submission and a reply back to the author of submitted articles.
- The publishing chapter shall add links to the new blog site and other social media relating to the Midwest Notes on the Midwest District website
- The publishing chapter shall continue to maintain and update a district website
- Update date on the bottom of the page
- Add social networking links to main website
- The Notes transition should be completed by August 1, 2011

## **Charges for the Midwest Convention Host Chapters**

- Convention site should provide the information needed for the Representation Award to the KKY Member at Large.
- Ensure that all necessary forms are posted on the district website.
- Provide necessary technology such as projectors, wireless internet, and tech support to each standing committee
- Ensure that both publications committee chairs and advisors are provided with the same information.
- Ensure that the convention website is kept up to date.
- Provide articles to the Midwest Notes throughout the year on the topic of convention plans.
- Provide each chapter with a convention packet, including all necessary information and requirements.