



# South Carolina Family and Community Leaders

## Guidelines for Planning State Board Meetings

Send SCFCL board meeting notices in writing to all elected and appointed SCFCL Board Members at least two weeks prior to each meeting . Include the date, time, location with map, lunch options, and agenda.

### January Agenda

- ◆ Welcome New State Officers
- ◆ Secretary's Minutes
- ◆ Treasurer's Report
- ◆ Appoint Financial Review Committee
- ◆ Appoint Bylaws Committee
- ◆ Appoint Policies/Standing Rules Committee
- ◆ District Directors announce Spring Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost, door prize information and any other special announcements
- ◆ Update President's Award Checklist prior to January Board Meeting so the form can be included with board minutes.
- ◆ Past conference chair final report
- ◆ Next year's conference chair seek board approval for conference site and date
- ◆ Present conference chair presents conference theme and give conference update
- ◆ Reminder that Dues and Financial Obligations Due to State FCL Treasurer January 15th
- ◆ Reminder that County Articles for Spring Newsletter Due to District Director January 15th
- ◆ Reminder that SCFCL Newsletter Articles Due to News and Views Editor February 1st
- ◆ Reminder that List of County 25-35-45-50-Year Members Due to State President March 1st
- ◆ Reminder that County President's Report Due to SCFCL President March 1st
- ◆ Reminder that County Education Program Report Due to District Director March 1st
- ◆ Reminder that Education Program Award Books Due to District Director March 1st
- ◆ Reminder that Publicity and Handbook Award Books Due to District Director March 1st

### April Agenda

- ◆ State Education Committee meets AM
- ◆ SCFCL Board Meeting meets PM
- ◆ Secretary's Minutes
- ◆ Treasurer's Report
- ◆ Financial Review Committee Report
- ◆ Bylaws and Policies/Standing Rules Committee Report
- ◆ State Education Committee Report for Board Approval
- ◆ District Director District Meeting Report
- ◆ President appoint Nominating Committee for board's approval.
- ◆ Delegate Reimbursement Approval for NVON Meeting
- ◆ Delegate Reimbursement Approval for ACWW Meeting when applicable
- ◆ Present conference chair present proposed conference schedule and conference program for board's input.
- ◆ VP for Program present proposed suggestions for workshops for board's input.
- ◆ Registration chair present proposed registration forms for board's input.



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- ◆ Reminder that Summary of District Education Reports Due to SCFCL President at April Board Meeting
- ◆ Reminder that County Leadership Awards due to District Directors May 1st
- ◆ Reminder that Buff-Swicegood Travel-Study Award Applications Due to Lou Robinson June 1st
- ◆ Reminder that County Articles for Fall Newsletter Due to District Director June 15th
- ◆ Reminder that SCFCL Newsletter Articles Due to News and Views Editor August 1st

### June Agenda

- ◆ Secretary's Minutes
- ◆ Treasurer's Report
- ◆ President appoint Teller's Committee for board's approval.
- ◆ Present conference chair present the final conference schedule and conference program with names listed for conference responsibilities ready for printing for board's approval.
- ◆ VP for Program present final workshops, which includes names, titles and any equipment needed for board's approval.
- ◆ Registration chair present final registration forms ready for printing for board's approval.
- ◆ District Directors announce Fall Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost, door prize information and any other special announcements
- ◆ Delegate Reimbursement Approval for CWC Meeting
- ◆ Reminder that District Nominations for Leadership Awards Due to Vice President for Public Relations at the June Board Meeting
- ◆ Reminder that Gold Level District Education Program Award Books Due to Vice President for Program at the June Board Meeting
- ◆ Reminder that Gold Level District Publicity & Handbook Award Books Due to Vice President for Public Relations at the June Board Meeting
- ◆ Reminder that County Nomination Forms for State Office Due to SCFCL President and Nomination Chair by July 1st
- ◆ Reminder that County Articles for Fall Newsletter Due to District Director June 15th
- ◆ Reminder that SCFCL Newsletter Articles Due to News and Views Editor August 1st
- ◆ Reminder that NVON Project in Common Final Report due to Project Chairs September 30th
- ◆ Reminder that SCFCL State Project Report due to Project Chair September 30th
- ◆ Reminder that President's Award Checklist Due to State Prseident October 1st
- ◆ Reminder that 2010 County Officer's Form Due to Pam Hanfland October 1st
- ◆ Reminder that 2010 Voting Delegates Form Due to Teller's Chair October 1st

### Pre-Post Conference Agenda

- ◆ Secretary's Minutes
- ◆ Treasurer's Report
- ◆ SCFCL Budget Report
- ◆ District Director District Meeting Report
- ◆ Appoint all appointive officers, by the Annual Conference Post Board Meeting for approval of The Board.
- ◆ SCFCL Calendar Approval