



South Carolina Family and Community Leaders

Board Meeting Guidelines

SECTION XIX – BOARD MEETING GUIDELINES

January Board Meeting	April Board Meeting	August Board Meeting
<ul style="list-style-type: none"> ❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm <input type="checkbox"/> Welcome New State Officers <input type="checkbox"/> Secretary’s Minutes <input type="checkbox"/> Treasurer’s Report <input type="checkbox"/> Report Financial Review Committee names (President) <input type="checkbox"/> Report Bylaws Committee names Triennially (President) <input type="checkbox"/> Report Teller’s Committee names (President) <input type="checkbox"/> Report Nominating Committee names (President) <input type="checkbox"/> Report Policies/Standing Rules Committee names (President/President-Elect) <input type="checkbox"/> District Director District Fall Meeting Report and announce Spring Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost and any other special announcements <input type="checkbox"/> Update County President’s Award Form prior to January Board Meeting so the form can be included with board minutes <input type="checkbox"/> Past Annual Meeting Chair final report <input type="checkbox"/> Next year’s Annual Meeting Chair seek board approval for conference site and date <input type="checkbox"/> Current Annual Meeting Chair presents meeting update and theme <input type="checkbox"/> Current Annual Meeting Registration Chair presents proposed registration form for board’s input <input type="checkbox"/> Reminder that Dues and Financial Obligations Due to State FCL Treasurer January 15 <input type="checkbox"/> Reminder that Buff-Swicegood Travel-Study Award Applications Due to State SCFCL Advisor April 1 <input type="checkbox"/> Reminder that SCFCL Newsletter Articles Due to News and Views Editor January 15 <input type="checkbox"/> Reminder that County President's Report Due to SCFCL President February 1 <input type="checkbox"/> SCFCL State Advisor Remarks 	<ul style="list-style-type: none"> ❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm <input type="checkbox"/> State Education Committee meets AM <input type="checkbox"/> SCFCL Board Meeting meets PM <input type="checkbox"/> Secretary’s Minutes <input type="checkbox"/> Treasurer’s Report <input type="checkbox"/> Financial Review Committee Report <input type="checkbox"/> Bylaws and Policies/Standing Rules Committee Report <input type="checkbox"/> State Education Committee Report for Board Approval <input type="checkbox"/> District Director’s Spring Meeting Report <input type="checkbox"/> Delegate & Reimbursement Approval for NVON Meeting <input type="checkbox"/> Annual Meeting Chair presents a proposed meeting schedule and program for board’s input. <input type="checkbox"/> Annual Meeting Registration Chair presents proposed registration form for board’s input <input type="checkbox"/> Reminder that SCFCL Newsletter Articles Due to News and Views Editor July 15 <input type="checkbox"/> Reminder that Executive Board meets to select Buff-Swicegood Travel-Study Award Recipient <input type="checkbox"/> SCFCL State Advisor Remarks 	<ul style="list-style-type: none"> ❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm <input type="checkbox"/> Secretary’s Minutes <input type="checkbox"/> Treasurer’s Report <input type="checkbox"/> SCFCL Budget Approval <input type="checkbox"/> Annual Meeting Chair presents final registration form ready for printing for board’s approval <input type="checkbox"/> Annual Meeting Registration Chair presents final registration forms ready for printing for board’s approval <input type="checkbox"/> District Directors announce Fall Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost and any other special announcements <input type="checkbox"/> Announce Buff-Swicegood Travel-Study Award Recipient <input type="checkbox"/> Delegate & Reimbursement Approval for ACWW/CWC Meeting when applicable <input type="checkbox"/> Reminder that County Nomination Forms for State Office Due to SCFCL President and Nomination Chair by July 1 <input type="checkbox"/> Reminder that County President’s Award Form Due to State President October 1 <input type="checkbox"/> Reminder that NVON Project in Common Final Report due to Project Chairs October 1 <input type="checkbox"/> Reminder that SCFCL State Project Report due to Project Chair October 1 <input type="checkbox"/> Reminder that County Officer's Form Due to SCFCL Webmaster October 1 <input type="checkbox"/> Reminder that Voting Delegates Form Due to Teller's Chair October 1 <input type="checkbox"/> Appoint all appointive officers for approval of The Board. <input type="checkbox"/> SCFCL Calendar of Events Approval <input type="checkbox"/> SCFCL State Advisor Remarks