South Carolina Family and Community Leaders

Board Meeting Guidelines

SECTION XIX – BOARD MEETING GUIDELINES

January Board Meeting	April Board Meeting	August Board Meeting
❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm	❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm	❖ 9:30 Registration, 10 am Meeting, ending no later than 3pm
☐ Welcome New State Officers	☐ State Education Committee meets AM	☐ Secretary's Minutes
☐ Secretary's Minutes	☐ SCFCL Board Meeting meets PM	☐ Treasurer's Report
☐ Treasurer's Report	☐ Secretary's Minutes	☐ SCFCL Budget Approval
☐ Report Financial Review Committee names (President)	☐ Treasurer's Report	☐ Annual Meeting Chair presents final registration form ready for printing for board's approval
☐ Report Bylaws Committee names Triennially (President)	☐ Financial Review Committee Report	☐ Annual Meeting Registration Chair presents final registration forms ready for printing for board's approval
☐ Report Teller's Committee names (President)	☐ Bylaws and Policies/Standing Rules Committee Report	☐ Announce Buff-Swicegood Travel-Study Award Recipient
☐ Report Nominating Committee names (President)	☐ State Education Committee Report for Board Approval	☐ Delegate & Reimbursement Approval for ACWW/CWC Meeting when applicable
☐ Report Policies/Standing Rules Committee names (President/President-Elect)	☐ District Director's Spring Meeting Report	☐ Reminder that County Nomination Forms for State Office Due to SCFCL President and Nomination Chair by July 1
☐ District Director District announce Spring Meeting hostess, date, time, agenda, location with directions, cost with breakdown of registration fee and meal cost and any other special announcements	☐ Delegate & Reimbursement Approval for NVON Meeting	☐ Reminder that County President's Award Form Due to State President October 1
☐ Update County President's Award Form prior to January Board Meeting so the form can be included with board minutes	☐ Annual Meeting Chair presents a proposed meeting schedule and program for board's input.	☐ Reminder that NVON Project in Common Final Report due to Project Chairs October 1
☐ Past Annual Meeting Chair final report	☐ Annual Meeting Registration Chair presents proposed registration form for board's input	☐ Reminder that SCFCL State Project Report due to Project Chair October 1
☐ Next year's Annual Meeting Chair seek board approval for conference site and date	☐ Reminder that SCFCL Newsletter Articles Due to News and Views Editor August 1	☐ Reminder that County Officer's Form Due to SCFCL Webmaster October 1
☐ Current Annual Meeting Chair presents meeting update and theme	☐ Reminder that SCFCL Volunteer Reporting Form Due to State President June 15	☐ Reminder that Voting Delegates Form Due to Teller's Chair October 1
☐ Current Annual Meeting Registration Chair presents proposed registration form for board's input	☐ Reminder that Executive Board meets to select Buff-Swicegood Travel-Study Award Recipient	☐ Reminder that SCFCL Volunteer Reporting Form Due to State President June 15
☐ Reminder that Dues and Financial Obligations Due to State FCL Treasurer January 15	☐ SCFCL State Advisor Remarks	☐ SCFCL Education Lesson County Report Form Due to the SCFCL President December 1
☐ Reminder that Buff-Swicegood Travel-Study Award Applications Due to State SCFCL Advisor April 1		☐ Appoint all appointive officers for approval of The Board.
☐ Reminder that SCFCL Newsletter Articles Due to News and Views Editor January 15		☐ SCFCL Calendar of Events Approval
☐ Reminder that County President's Report Due to SCFCL President February 1		☐ SCFCL State Advisor Remarks
☐ SCFCL State Advisor Remarks		