



2021–22 REGION PRESIDENT "TO DO" LIST

Required

LEADERSHIP TEAM/ELECTIONS—Hold an election for the positions of President-elect, Secretary, Treasurer, and Representative to the WASA Board, consistent with Region Bylaws. *Provide Shari Parsons in the WASA office with region officers' names for 2021–22 by April 1, 2021. **Note: All officers must be WASA Active Members (state membership).***

COMPONENT APPOINTMENTS—Confirm or appoint a regional representative to each of the five WASA components (component appointments are usually for two years). **Note: all appointees MUST be WASA Active Members (state membership).**

STANDING COMMITTEE APPOINTMENTS—Confirm or appoint a regional representative to each of the seven WASA standing committees (two-year terms). All region representatives should be contacted since some individuals may have moved on, are not active, or do not wish to continue. It may be helpful to check with your WASA Executive Staff Liaison to determine if current representatives have participated in committee activities. **Note: all appointees MUST be WASA Active Members (state membership).**

ACTION PLAN—Establish a 2021–22 region action plan for accomplishments and generate goals that coincide with and support WASA's goals. **Begin at Leaders Workshop and complete at a region leadership meeting. (Send a copy to Shari Parsons in the WASA office at sparsons@wasa-oly.org by September 1.)**

LEADERSHIP MEETING—Plan a leadership meeting before the start of the school year to finalize plans for 2021–22.

REGION MEETINGS—Schedule 2021–22 region meeting dates and confirm meeting topics. **Begin at Leaders Workshop and complete at a region leadership meeting. (Send a finalized copy to Shari Parsons in the WASA office at sparsons@wasa-oly.org by August 24.)**

BYLAWS—Annually review region bylaws and update as necessary. **(Send an electronic copy to Shari Parsons in the WASA Office at sparsons@wasa-oly.org before the end of the term.)**

Supportive

RECRUIT—Work with your region's Membership Committee representative to recruit new members, promote WASA services, and emphasize member involvement.

AWARDS—Work with your region's Honorary Awards Committee representative to appropriately recognize members for their involvement. *(Awards timeline is February through June.)*

COMMUNICATION—Keep region membership regularly informed of region activities (create an email network). *Meeting agendas should include reports by Standing Committees and Component group representatives.*