

Time-Line for Regional Councillors (updated August 2016)

Every Year

- January** Prepare a Regional Councillor report for January/February meeting of National Council, as scheduled. Deadline for submission of the report to Headquarters and to the Councillor for Membership/Convener of Regional Councillors is two weeks prior to the meeting.
- March** Bids for a POE in your Region 1 ½ years hence are due at Headquarters.
- With the District Convener, the Committee on Professional Certification and the Regional Coordinator for Education begin arranging sites for exam centers, coordinators, and judges for the following year. Report due to Headquarters October 15.
- Confirm who will be the Region's official representative to the POE in your Region scheduled for next summer (on or around March 15).
- Spring** Nominate a Chair for the Region's AGOYO Division, to be approved by the Board of Regional Councillors.
- Together with the AGOYO Division Chair, appoint an AGOYO Board of four or more members (including the Chair).
- Attend meetings of the Regional Councillors and National Council. Deadlines for the submission of reports are two weeks prior to the meeting of National Council.
- Communicate with Chapters following the meeting of the National Council.
- Begin reminding Chapter Deans about dues renewal and updating chapter officer information in the national database.
- Continue making arrangements for next year's exam centers.
- Follow up to ensure that chapter officer information in the national database has been updated by June 15.
- July** Headquarters sends a list of all successful exam candidates to the Regional Councillors and Regional Education Coordinators. It is recommended that congratulatory letters be sent by the RC.
- Visit POE in your Region, if possible.

- August** Work on lining up commitments from potential exam centers (or delegate to Regional Coordinator for Education).
- Communicate with new chapter leaders.
- Follow up with any chapters whose officer information has not yet been updated in the national database.
- September** Finalize exam centers for following year.
- Fall** Attend meetings of the Regional Councillors and the National Council. Submit report for meeting of National Council, as scheduled. Deadlines for the submission of reports are two weeks prior to the meeting.
- Communicate with Chapters following fall meeting of National Council.
- Encourage chapters to consider hosting a POE.
- Encourage chapters to consider hosting a January Jubilee.
- Confirm that Chapters are following procedures for nominations and elections of officers as outlined in the Chapter Management Handbook.
- October 15** Deadline for report to Headquarters on exam centers for next year - to be included in January TAO listing of exam centers and coordinators.
- December** Regional budget worksheets (for fiscal year beginning next September) due at Headquarters December 15. More details under even-numbered and odd-numbered years.

In Even-Numbered Years

- January** Receive bids from potential host Chapters for the Regional Convention 3 ½ years hence. Due to Regional Councillor by January 31. Copies are also sent to Eric Birk, eric.birk@agohq.org, to the Councillor for Conventions, and to the director of the Committee for Conventions.
- If re-nominated by Nominating Committee for Regional Councillor in upcoming election submit photo, bio and candidate's statement to Headquarters for publication in TAO.
- Encourage Chapters to host chapter-level RCYO competitions. Work with the Regional Competition Coordinator to plan these sites.

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| February | Begin identifying nominees for the next Regional Nominating Committee (contact District Conveners for recommendations). |
| March | Contact and get final commitments from nominees for Regional Nominating Committee. Continue to encourage chapters to host chapter-level RCYO competitions. Work with the Regional Competition Coordinator to plan these sites. Sites should be finalized by May 15 for inclusion in publication of rules in summer. |
| April 1 | Committee on Conventions accepts and approves (by April 30) Regional Convention bids for 3 years hence. After approval of the Regional Convention bid, work with the Convention Steering Committee to prepare the program and budget (due to the Committee for Conventions by October 1). |
| Spring | Attend meetings of the Regional Councillors and National Council. Deadlines for the submission of reports are two weeks prior to the meeting of National Council. Regional Councillors are expected to bring to the Council nominees for members of the Regional Nominating Committee and Director (see Operating Procedures for details). Request from Headquarters (contact Eric Birk at eric.birk@agohq.org) names of your Region's registrants for the upcoming national convention. |
| May 15 | Sites for chapter-level RCYO should be finalized by for inclusion in publication of rules in summer. |
| June/July | Lead Regional Meeting during the National Convention. Attend meetings of the National Council. |
| Fall | Attend an orientation session for Regional Convention Coordinators, the Committee on Conventions and the Regional Councillors, to be held three years preceding the Regional Convention. This meeting is usually held in conjunction with the National Council meeting. Attend meetings of the Councillors for Regions and the National Council. Deadlines for the submission of reports are two weeks prior to the meeting. |
| December | In preparing Regional budget worksheet include: |

Expenses for Regional meeting at next national convention

Begin receiving bids for Regional Convention 2 ½ years hence.

In Odd-Numbered Years

- January** Report the name of the RCYO Chair from the Regional Convention Steering Committee to the Director of the Competitions Committee by January 31. This person should work in tandem with the Regional Competition Coordinator to prepare for the competition at the regional convention.
- Some time prior to the Regional Convention inspect (or assign to a competent proxy) the RCYO competition instrument.
- February** Begin work on potential Regional Coordinator and District Convener nominees.
- March** Contact and get final commitments from Regional Coordinator and District Convener nominees.
- Spring** Attend meetings of the Regional Councillors and National Council. Deadlines for the submission of reports are two weeks prior to the meeting of National Council.
- Regional Councillors are expected to submit for Council approval names of nominees for District Conveners, Regional Coordinator for Education, Regional Coordinator for Professional Development, and Regional Competition Coordinator for a two-year term beginning July 1. Include address, telephone, fax and email for each candidate.
- April** Confirm that contact information, biographies and photographs of first- and second-place winners from Chapter-level RCYO Competition Coordinators have been sent to the Regional Competition Coordinator, the RCYO chair for the regional convention, and AGO headquarters.
- Finalize arrangements for chapter leadership meeting at the upcoming Regional Convention.
- With the Regional Competition Coordinator and the RCYO chair, confirm Regional RCYO judges (three, plus two alternates).
- May** **By May 1:** Confirm that the names of the Regional RCYO judges (including alternates) have been reported to the Competitions Committee (N.B. be sure to read the current RCYO rules before selecting these jurors.)

Prior to RCYO finals:

Confirm that the competition instrument has been inspected by the Regional Competition Coordinator or a competent proxy.

June/July Attend Regional Convention. Lead the Regional Meeting; host meetings for Chapter and Regional leaders; lead a de-briefing session for outgoing and upcoming convention Steering Committees.

Confirm that RCYO winners (1st and 2nd place) names, photos and bios have been sent to Headquarters by July 30.

August Remind Regional Convention Coordinator to execute:
Summary report to Headquarters
Regional contribution check to Headquarters
Report/review of convention to TAO (September 15 deadline)

September Confirm that the final summary reports of Regional Conventions have been submitted to Headquarters: deadline September 31

October Receive a copy of the Regional Convention budget and program for 2 ½ years hence. Confirm that copies have also been sent to the Executive Director the Councillor for Conventions, and the liaison from the Committee for Conventions.

December If necessary (i.e., if an upcoming Regional Convention program/budget was not approved by the Committee on Conventions) continue working with the Steering Committee to correct or refine the program and budget.

Regional budget worksheet should include:

- Expenses for Regional Nominating Committee
- Expenses for various Regional Convention activities to be covered by Regional budget
- Regional RCYO expenses (AGO memberships for chapter winners, etc.)