Regional Executive Council – Annual Guidelines

Council Meetings	Oversight & Input	Charter Issue	Agenda	RE Action	Management Action
June (in person meeting)		DCMS	• Set annual award levels • Chapter requirements due: Chapter Dashboard goals, Education Program Plan, Operating Budget	• Action • Completions – info, exceptions – discuss with chapter leaders	• Develop recommendation • Report on completions and/or exceptions
		FPM	• Develop FPM agenda	• Discussion	• Prepare draft agenda based on April input
		Operations	• LTC Evaluations & Volunteer Satisfaction	• Review and provide feedback to management	• Provide summary to REC
July (Conf. call)		FPM	• Review final agenda, roles and responsibilities	• Action	• Develop final agenda based on June input.
		DCMS	• Chapter requirements due: Founders; Chapter Verification Form: board meeting schedule, by-laws review, website verification	• Discuss with chapter leaders Completions – info, exceptions	• Report on completions and/or exceptions
August (Conf. call)		DCMS	• Chapter requirements due: financial review, 990 submitted, FPM meeting, quarterly reporting of education, quality evaluations, & networking	• Discuss with chapter leaders completions – info, exceptions	• Report on completions and/or exceptions
September (in person meeting)		Dashboard	• Report on status of Chapter Success Plans	• REs with chapters on plans report on status	• Provide summary to REC
		FPM	• Conduct meetings to include agreed upon agenda and regional business	• Lead meetings	• Attend meetings and provide support to RE & Board
October (Conf. call)		FPM	• Readout of trends, best practices and/or concerns from FPMs	• Discussion	
November (in person meeting)		Dashboard	• Establish next FY Chapter Dashboard goals and DCMS award levels • Update on Chapter Success Plans	• Action • Provide progress report	• Draft of Chapter Dashboard goals to align with strategic plan and BSC
		DCMS	• Chapter requirements due: quarterly reporting of education, quality evaluations, & networking	• Discuss with chapter leaders completions – info, exceptions	• Report on completions and/or exceptions
		DCMS, Dashboard, FPM	• Meet with National Board on FPM's, DCMS, Chapter Success Plans and recommended Chapter Dashboard goals and DCMS award levels	• Discussion; follow up with RE 2 and 3 on proposed Chapter Dashboard prior to December conference call	• Work with RE Chair to prepare for board readout.

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December (Conf. call, if needed)		Dashboard	• Establish next FY Chapter Dashboard goals and DCMS award levels	• Action, if needed	• Final draft of Chapter Dashboard goals and DCMS award levels based on Nov. meeting input
February (Conf. call)		DCMS	• Prepare for LTC • Chapter requirements due: quarterly reporting of education, quality evaluations, & networking •	• Discussion & preparation for Regional meetings at LTC • Discuss with chapter leaders • Prior to call, complete RE Report	• Provide schedule and other logistical information • Report on completions and/or exceptions
		Dashboard	• Update on Chapter Success Plans	• Provide progress report	
	March	DCMS	• Chapter requirements due: Leadership Roster	• Discuss with chapter leaders	• Report on completions and/or exceptions
April (in person meeting)		DCMS	• Update on new products & services related to education • Chapter requirements due: LTC attendance • Policy review – changes to existing policy and review of upcoming due dates • Regional Executive Report	• Information/discussion • Discuss with chapter leaders Completions – info, exceptions • Discussion and/or action •	• Prepare update report on completions and/or exceptions • Prepare write up based upon actions taken during FY that impact policy • Use input as basis for draft recommendation at June meeting
		Dashboard	• Final update on Chapter Success Plans	• Provide progress report	
		FPM	• Agenda input	• Provide input to incoming RE's regarding potential FPM agenda items	• Provide write up with DCMS required agenda items and use input as basis for draft recommendation at June meeting
May (Conf. call, if needed)		DCMS	• Chapter requirements due: quarterly reporting of education, quality evaluations, & networking	• Completions – info, exceptions – discuss with chapter leader	• Report on completions and/or exceptions
		Dashboard	• Final Regional Executive Report • Preliminary year-end update	• Prior to call, complete RE Report	• Staff will report out on preliminary results
	Monthly	Dashboard	• Review performance	• Follow-up with chapters and provide guidance	• Update Chapter Dashboard