

***OEAFCS Secretary's Calendar of TASKS & EVENTS "Year at a Glance"***

<i>JANUARY</i>	<i>FEBRUARY</i>	<i>MARCH</i>	<i>APRIL</i>	<i>MAY</i>	<i>JUNE</i>
<p><b>2010</b></p> <ul style="list-style-type: none"> <li>Attend and record minutes at OEAFCS business meeting at State In-Service.</li> <li>Type minutes and send to President and "reviewers". Send final version to President and members.</li> </ul> <p><b>2011</b></p> <ul style="list-style-type: none"> <li>Attend and record minutes at OEAFCS business meeting at State In-Service.</li> <li>Type minutes and send to President and "reviewers". Send final version to President and members.</li> </ul>		<p><b>2010</b></p> <ul style="list-style-type: none"> <li>Assist President in sending invitation letters to OEAFCS Award Luncheon special guests/DASNR Administration and handling RSVP's.</li> </ul> <p><b>2011</b></p> <ul style="list-style-type: none"> <li>Assist President in sending invitation letters to OEAFCS Award Luncheon special guests/DASNR Administration and handling RSVP's.</li> <li>Prepare to transfer secretary files to new Secretary. Transfer files to CD/flash drive for storage and future reference.</li> <li>Scanned 1940-1986 minutes for safe keeping.</li> </ul>	<p><b>2010</b></p> <ul style="list-style-type: none"> <li>Attend and record minutes at pre-board meeting, business meeting, breakfast with administration, and, and post-board meeting.</li> <li>Type minutes and send to President and "reviewers. Send final copy to President.</li> </ul> <p><b>2011</b></p> <ul style="list-style-type: none"> <li>Send via email business meeting minutes and Executive Board minutes.</li> <li>Take extra copies of minutes for Executive Board meeting and business meeting at Annual OEAFCS Conference.</li> <li>Attend and record minutes at pre-board meeting, business meeting, and post-board meeting. Type minutes and send to President and "reviewers. Send final copy to President.</li> </ul>		
<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>	<i>OCTOBER</i>	<i>NOVEMBER</i>	<i>DECEMBER</i>
<p><b>2010</b></p> <ul style="list-style-type: none"> <li>Attended special called Executive Committee meeting during OHCE State meeting.</li> <li>Type minutes and send to President and reviewers. Send final version to President</li> </ul>			<p><b>2010</b></p> <ul style="list-style-type: none"> <li>Send estimated Secretary Budget Request to State Treasurer for next year.</li> <li>Attend and record minutes for board meeting at the OCES Ambassador's Luncheon in OKC. Type minutes and send to President.</li> </ul> <p><b>2011</b></p> <ul style="list-style-type: none"> <li>Send estimated Secretary Budget Request to State Treasurer for next year.</li> <li>Attend and record minutes for board meeting at CENTRA session. Type minutes and send to President, reviewers, and Executive Board members.</li> </ul>		