

VSW PRESIDENT'S MASTER SCHEDULE

October (Odd Years)

- VSW State Rally
- Installation of New Officers
- Transition of Officers
- Reserve Lebanon (or alternative) space for next two years (April and October)
- Notify WIT of new officers and contact information (Secretary)
- Submit input for January-February WIT newsletter (Secretary)
- Send invitation letters to new WIT members (President or Secretary)

November (Odd Years)

- November 1: WIT Newsletter (January-February) input deadline.
- Bi-monthly VSW newsletter (Secretary or designee)
- Send invitation letters to new WIT members (President or Secretary)

December (Odd Years)

- Chapter(s) Christmas Meetings (Luncheon or Dinner)
- Send invitation letters to new WIT members
- Submit input (Outing schedules only) for WIT's GNR Special Edition newsletter (Secretary)

January (Even Year)

- Deadline for input for WIT's GNR Special Edition newsletter (Outing schedules only)
- Begin GNR preparation
 - Reserve State Row Tent (Special Occasions)
 - Reserve additional tables for GNR (WIT) (as needed)
 - Reserve Tent space (WIT)
 - Reserve golf cart (Miller & Sons) (Optional)
 - Make personal reservations for GNR (WIT) (President is expected to be head of row at GNR) (Officers are expected to park on state row)
- Send invitations to new WIT members (President or Secretary)
- January-February VSW newsletter (Secretary or designee)
- Start planning for April Outing (V.P.)
- Submit input for WIT April/May newsletter (Secretary)

February (Even Year)

- February 1 Deadline for WIT April/May newsletter submittal (Secretary)
- Send invitation letters to new WIT members (President or Secretary)

March (Even Year)

- Submit input for WIT June/July newsletter (Secretary)

- VSW March-April Newsletter (Secretary or designee)
- Send invitation letters to new WIT members (President or Secretary)

April (Even Year)

- April 3 deadline for WIT June/July newsletter input (Secretary)
- Send invitation letters to new WIT members (President or Secretary)
- April State camp out
- Begin planning for GNR decorations, and activities. (President or designee)

May (Even Year)

- Send invitation letters to new WIT members (President or Secretary)
- VSW May-June Newsletter (Secretary or designee)

June (Even Year)

- Send invitation letters to new WIT members
- Submit input for WIT's September/October newsletter (Secretary)

July (Even Year)

- Send invitation letters to new WIT members
- GNR
- VSW July- August Newsletter (Secretary or designee)

August (Even Year)

- Send invitation letters to new WIT members
- Begin planning October camp out (President or designee)

September (Even Year)

- Send invitation letters to new WIT members
- September 1 deadline for input for WIT November/December newsletter
- VSW September-October Newsletter (Secretary or designee)

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April (Odd Year)

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- Send invitation letters to new WIT members (President or Secretary)
- April State Outing
- Begin planning for GNR decorations, and activities. (President or designee)
- Appoint Chairperson for Nominating Committee for new slate of officers (President)
- Begin State Rally preparations (President or designee) See President's Playbook

May (Odd Year)

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- Begin planning October camp out (President or designee)

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