

RJD Calendar/Checklist

Refer to Operating Code for details

January	1	RJD Election	Send letters of eligibility to candidates.
February	1	RJD Election	Candidate Application due back to Vice President (remainder of election conducted by VP)
February	1	SJD Election	Send reminder to SJD's about pending SJD election.
February	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 2/20.
February	28	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance.
March	1	SJD Election	Letter of Eligibility to candidates (SJD responsibility)
April	1	SJD Election	SJD Candidate Application form due back to RJD.
April	15	SJD Election	Begin voting online election or send ballots. Unopposed, notify membership.
April	30	SJD Election	Online election closes: Check results, notify candidates.
May	1	SGB Election	Reminder to SJD about pending SGB election
May	15	RJD Election	Newly elected RJD assumes office
May	15	SJD Election	Newly elected SJD assumes office
May	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 5/20.
May	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance.
June	1	SGB Election	Letter of Eligibility to candidates (SJD responsibility)
June	15	SGB Election	SGB Candidate letters due back to RJD. Unopposed, notify membership
July	1	SGB Election	Begin voting online election or send ballots.
July	15	SGB Election	Online election closes: Check results, notify candidates.
August	1	SGB Election	Newly elected SGB members assume office.
August	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 8/20.
August	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance.

November	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 11/20.
November	20	Reports	SJD Equipment Inventory due. Send on any with items over \$1500.00 to Director of Finance. SJD Annual Statistical due.
November	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance. SJD Equipment Inventories Due to Director of Finance & Annual Statistical Report due to President.
December	1	RJD Report	Fill out Regional Yearly Statistical Analysis form according to SJD numbers. Send a copy to the President and Vice President.
December	31	Financial	Best practice is to issue and submit W-9's to the Director of finance within five days of the service. W-9's <i>must</i> be submitted by Dec. 31st.
Annually		RGB Meeting	Hold a minimum of one RGB meeting per year. Record and distribute minutes to RGB, copy to President.
Annually		RGB Meeting	RGB signs Conflict of Interest (copy to VP) & Confidentiality forms annually (copy to VP).
Annually		RJD Budget	Submit an annual budget to the RGB for approval.
Annually		RJD Financial	Distribute copies of last period Financial Report and Fundraiser reports to RGB.
Annually		RJD Financial	Approval from Regional Governing Board and Director of Finance for depreciable expenses over \$500.00. Consultation with RGB and approval from Director of Finance for non-NAWGJ activities over \$200.00, gifts or donations over \$100.00.
Annually		NGB	Attend all NGB meetings (Summer SJD Workshop, Ntl. Judge's Cup). Support National Judges Cup.
Oversight		SJD/SGB	Only designated assigners issue contracts, only SJD has access to bank account. Two administrators have passcode to Regional Website.

Revised CC 8.2018