

<b>RJD CHECKLIST FOR SJD DUTIES</b> <b>20__</b>	<b>State:</b>	<b>State:</b>	<b>State:</b>	<b>State:</b>	<b>State:</b>	<b>State:</b>
Review membership list for corrections/lapses						
Fundraiser report with signatures & a copy to financial report						
Organize a newsletter or update website min. 4X yearly						
Convene min. 1 SGB meeting with minutes to RJD (advance notice**)						
Report finances to membership (see Director's Guide)						
Submit budgets for State Account and Judges Cup with approval from the SGB with copy to RJD						
Approval from RJD:						
SJD sends eligibility for election SJD/SGB						
SJD notifies membership of results						
Annual statistical report <b>Due November 20</b>						
Equipment Inventory Form <b>Due November 20</b>						
State Governing Board list to RJD <b>Due July 30</b>						
Quarterly Financial Reports						

Heppner update 7/2017