

SJD Calendar/Checklist

Refer to Operating Code for details

	February	20	Financial	Quarterly Financial Report due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers Report must be reviewed and signed by Financial Assistant
	March	1	SJD Election	Letters to eligible candidates to be sent
	April	1	SJD Election	Candidate Application due to RJD
	May	15	SJD Election	Newly elected SJD assumes office
	May	20	Financial	Quarterly Financial Report Due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers Report must be reviewed and signed by Financial Assistant
	June	1	SGB Election	Letters to eligible candidates to be sent
	June	15	SGB Election	Candidate Applications due to RJD
	July	30	Report	State Governing Board Report due to RJD, Vice President and National Secretary
	August	1	SGB Election	Newly elected board assumes office
	August	20	Financial	Quarterly Financial Report due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers Report must be reviewed and signed by Financial Assistant
	November	20	Financial	Quarterly Financial Report due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers Report must be reviewed and signed by Financial Assistant
	November	20	Report	Annual Statistical Report due to RJD. Reporting period July 1-June 30.
	November	20	Report	Equipment Inventory Report due to RJD Depreciable items over \$400.00 to be reported Location of NAWGJ records to be listed Reporting Period July 1-June 30.
	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		Membership	Review CPE of members

	Annually	Membership	Review and correct online membership list.
	Annually	Meeting	Attend National SJD workshop.
	Annually	RGB Meeting	Attend Regional Governing Board meeting.
	Annually	SGB Meeting	Publicize and hold two SGB meetings, one of which must be in person. Record decisions (especially financial) and send copy of minutes to RJD.
	Annually	SGB Meeting	SGB signs Conflict of Interest (copy to VP) & Confidentiality forms annually (copy to VP).
	Annually	Meeting	Publicize and hold a minimum of one general membership meeting annually. Report finances to membership, record in minutes and send minutes to RJD.
	Annually	Governing Board	Determine positions for the Board with Board approval. Delegate responsibilities to SGB
	Annually	Testing	Attend a TA workshop to be eligible to administer the certification exam.
	Annually	Financial	Report finances to membership (balance of account), record in minutes and send to RJD.
	Annually	Financial	Formulate an annual budget with the approval of SGB, send copy to RJD.
	Annually	Financial	Consult with SGB and receive <i>written approval</i> from the RJD for depreciable expenses in excess of \$400.00, non-NAWGJ expenses over \$100.00, and gifts and donations exceeding \$100.00.
	Annually	Responsibility	Promote the National Judges Cup.
	Annually	Historical	Keep a list of all past SJD and SGB members.
	Annually	Oversight	Ensure that two administrators have passwords/codes to the State website.
	Annually	Communication	Publicize newsletter or update website min. 4x yearly.

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