

SJD Calendar/Checklist
Refer to Official Documents for details (7/26)

January	1	Membership/ Elections	Review Membership list. (email/rating) Contact members to correct inaccuracies.
January	15	RJD Elections	Send State voter list of Level 10 and above eligible voters to the VP for the RJD election if needed. (follow criteria in Election Guide)
February	20	SJD Election	Request to run as Co-SJDs to VP/RJD
February	20	Financial	Q1 Quarterly Financial Report due to RJD & Shared Regional Drive.
February	25	SJD Election	Candidate Application due to VP and RJD.(Termed-out set aside)
March	10	SJD Election	Voting SJD Election. Upon election completion, SJD notifies membership.
May	20	Report	Annual Statistical Report due to President (Google Form). Copy in Regional Drive. Reporting period July 1-June 30.
March	25	SJD Election	Voting ends. Upon election completion, SJD notifies candidates and membership the results.
April	TB D	SC Election	Attend virtual meeting with VP re: structure of SC
May	11	SC Elections	Determine positions of the SC with current SC approval. Send SC positions form to VP.
May	15	SJD Election	Newly elected SJD assumes office
May	20	Financial	Q2 Quarterly Financial Report Due to RJD & Shared Regional Drive.
May	25	SC Election	SJD receives and forwards Election Packet to membership (follow criteria in Election Guide)
May	31	Report	Check CPE w/ USAG coordinator.
June	10	SC Election	SC Election Applications due to VP and RJD
June	15	SC Elections	Send updated State voter list of eligible voters to the VP for the SC election, if election needed.
June	25	SC Election	SC Election Begins.
July	10	SC Election	SC Election Ends. RJD notifies SJD, SJD informs candidate(s) and membership.
July	15	SC Election	Newly elected SC members assume office. Delegate responsibilities.
July	30	Report	Submit SC list to VP. Copy in Regional Drive. Maintain list of eligible candidates for SJD.

Blue: Elections

Pink: Reports

Green: Financial

Lavender: Meetings

August	20	Financial	Q3 Quarterly Financial Report due to RJD & Shared Regional Drive,
November	1	Financial	Formulate an Annual Budget with the approval of SC. Copy to RJD and put in Regional Shared Drive.
November	20	Financial	Q4 Quarterly Financial Report due to RJD & Shared Regional Drive. Note that this is the end of NAWGJ's fiscal year, and it is important for your report to be timely.
November	20	Report	Equipment Inventory Report due to RJD & Shared Regional Drive.
December	15	Financial	Issue and submit W-9s and tax records to Avalara within five days of the service. W-9s must be submitted by Dec. 31. Indicate amount paid so 1099s can be submitted to the IRS by January 15th. This is critical.
December	15	RJD Elections	Send RJD list of candidates eligible for RJD

Annually	Membership	Group membership renewals Jan 1st - May 1st (only for upcoming year, no BOD or Lifetime members). Check accuracy of all state Wild Apricot profiles.
Annually	Nat'l Meeting	Attend National SJD workshop.
Annually	RC Meeting	Attend Regional Committee meeting. Minutes in Drive.
Annually	SC Meeting	Publicize and hold minimum of two SC meetings. Minutes to RJD & Regional Drive.
Annually	SC Meeting	SC signs Mitigation (as needed), Conflict of Interest & Confidentiality forms annually (copy to VP & Reg Drive),
Annually	State Meeting	Publicize and hold a minimum of one General Membership meeting annually. Report finances to membership; record in minutes. Copy to Regional Drive.
Annually	Financial	Complete Fundraiser Financial Report
Annually	Financial	Approval from SC and RJD for depreciable expenses > \$500.00, non-NAWGJ activities >\$200.00, and gifts or donations >\$100.00
Annually	Oversight	Ensure the Director of Finance and RJD are trustees on all bank accounts and CD's.
Annually	Communication	Organize and disseminate relevant information to the membership. Copy to the RJD at least four times a year.
Annually	Responsibility	Promote the National Judges Cup.
Annually	Oversight	Ensure that two administrators have passwords/codes to the State website.

Blue: Elections

Pink: Reports

Green: Financial

Lavender: Meetings