

WSCA CALENDAR

(Initially approved by Executive Council February 23, 2001;

Last updated April, 2005)

August

Site visit to 4+ year convention location possible hotels (if not in April) (President, Executive Director, Local Host Chair)

September

1- Competitive papers and programs due to Interest Group program planners.

1- Nominating Committee report due to Executive Director from Immediate Past President.

15- *WSCA News* deadline: (Pres., Pres. Elect, Local Host, Dist. Service Award, Editor searches).

15- Journal & newsletter editors submit proposed budget for following calendar year to Executive Director.

15- Executive Director sends election mailing including candidate statements and ballot.

15- Membership campaign by Second VP (Membership info to Chairs, Grad. Directors, etc.).

30- Executive Director sends convention materials to publishers and university departments.

October

1- Exec Council members send agenda items for Nov. Exec. Council meeting to President.

1- *WSCA News* sent and posted on web site.

15- Executive Director sends membership mailing.

15- Officers & committee chairs needing to report for Nov. Exec. Council meeting--send to President.

15- President appoints Leg. Assembly Steering Committee and Credentials Committee.

November

1- Nominations due for Model Teaching Program Award.

15- Convention program posted on web site.

15- Second VP-Follow-up membership mailings (work with Exec. Dir.).

15- Executive Dir. sends convention mailing.

30- Everyone checks convention program for accuracy on web site--send corrections to Pres. Elect.

At NCA: Executive Council meets Wednesday evening before preconferences; Ad hoc committee may meet; Preconvention meeting with Pres. Elect, Local Host, Exec. Director).

December

1- Journal & newsletter editors submit reimbursement requests to Exec. Dir. for current year expenses.

10- Final convention program copy due to Cadmus/Science Press.

15- Executive Dir. sends out minutes of November meeting.

15- *WSCA News* deadline: (Pres., Pres. Elect, Local Host, Editor Searches).

15- Nominations due for Distinguished Service Award.

15- Nominations due for Editor search.

January

- 10- Executive Director sends budget to Finance Committee chair.
- 10- *WSCA News* sent and posted on web site.
- 10- EC members send agenda items for Feb. Exec Council meeting to President.
- 10- Officers and committee chairs send reports for Feb. Exec. Council meeting to President.
- 10- Order all catering for WSCA conference through the Executive Director.
- 10- Order all awards through Executive Director (Dist. Service Award, Model Program Award, Outgoing Editor plaque).
- 10- President sends letters re: Legislative Assembly delegates.

February

- 5- President prepares and distributes Luncheon agenda.
- 30- President write post-convention letters, appoints standing committee members.

At Convention:

- Exec. Council members attend Friday afternoon/evening & Tuesday AM Executive Council meetings, • Newcomer's Reception, Convention Kick-off, (Brunch &) Keynote Speech, Convention Luncheon.
- Newly elected officers and Members-at-Large attend Tues. AM Exec. Council meeting
- Finance Committee meets Friday 11 AM; reports to Exec. Council at Friday meeting.
- Publication Committee meets Friday 11 AM; reports to Exec. Council at Friday meeting regarding nominee for the year's editor selection (1 each year: *WSCA News*, *WJC*, *CR*) and at Tuesday meeting regarding other business.
- Time and Place, Futures, and Member Services Committees meet Sunday; report at Tuesday Exec. Council meeting.
- Legislative Assembly meets Monday 6 PM.

March

- 1- Call for Papers appears: *WSCA News*, posted on web site; sent to SPECTRA, ICA Newsletter.
- 1- Convention site information posted on web site (Local Host).
- 1- Executive Dir. final membership renewal followup within two weeks of completion of convention.
- 5- *WSCA News deadline*: (Pres., Pres. Elect, Dist. Service & Model Program Awards, Editor Searches).
- 15- Executive Dir. sends out minutes of Feb. meeting.
- 30- Preconvention visit to upcoming convention hotel (President, President Elect, First Vice President, Local Host, Executive Dir.).

April

- 1- *WSCA News* sent and posted on web site.
- 15- Site visit to proposed +4 years convention location possible hotels (President, Executive Director, Local Host).
- 15- Immediate Past President starts Nominating Committee process.

May

Publicize September panel, workshop, and paper submission deadline.

June

President completes Executive Director annual performance evaluation.

July

EXECUTIVE COUNCIL APPOINTMENTS CALENDAR

Feb 2005	<i>Communication Reports</i> editor
Feb 2006	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2007	<i>WSCA News</i> editor Executive Director
Feb 2008	<i>Communication Reports</i> editor
Feb 2009	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2010	<i>WSCA News</i> editor Executive Director
Feb 2011	<i>Communication Reports</i> editor
Feb 2012	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2013	<i>WSCA News</i> editor Executive Director
Feb 2014	<i>Communication Reports</i> editor

CONVENTION CALENDAR

2006	Palm Springs
2007	Seattle
2008	Denver
2009	Phoenix; hotel decision 11/05
2010	Anchorage; hotel decision 11/06

2011 site decision 2/07; hotel decision 11/07