

## Ongoing/Recurring Tasks

- Support member recruitment efforts, track new member appointments and reappointments and send reminders/updates as needed
- Ensure membership compliance (a majority of members are people with disabilities at all times and statutorially required roles are filled)
- Create and send out calendar meeting invites for all meetings, and VCDR meetings for SRC reps
- Participate in monthly NCSRC and VCDR meetings, and other partner meetings as requested
- Warn elections: in November for full SRC Chair and Vice Chair positions in December, in December for January committee chair elections for P&P and AOE, and in January for February PR Committee chair election
- Update Member Resources section of website and create training materials and other resources as needed
- Ensure bylaws and Roberts Rules are being followed including meetings and votes being properly warned and quorum when needed
- Schedule out reminders for yourself to draft and post agendas, post meeting packets, warn votes, and post minutes for each of the meetings [listed here](#). (Because much of this work is reliant on others such as VR staff and committee chairs, be sure to provide ample time and plan for needed reminders to chairs and staff.)

## Before Meetings

- Draft meeting agendas for approval of committee chairs
- Full council meetings: handle catering orders and write coordinator reports (coordinator and DVR director reports also get posted on the website separately)
- 10 calendar days prior to meetings: Post meeting packets on website and update Outlook calendar invites to include packet links
- 7 days prior to meetings: Email BGS Security with attendance lists (for in person meetings)
- Schedule short phone calls with chairs to walk through agendas and ensure they have all needed information
- Schedule member transportation
- Serve as liaison with presenters (inviting them to meetings, obtaining presentation materials in advance, discuss need for accessible materials, and provide meeting reminders)
- Work with Wendy to schedule interpreters; once assigned, include them on Outlook invites
- Send out meeting reminder emails the morning of that includes all of the log-in information and meeting packet (that is also included in Outlook calendar invites)

## At Meetings

- Take minutes
- Monitor text, chat, and email to respond to questions and needs from members, presenters, and chairs
- In person: Set up banner and have materials printed out and available for distribution, handle catering logistics, have name tag lanyards and placards printed and available
- Virtual: Start Zoom meetings, assign presenter status, pin interpreters, start livestream, ensure captioning is on

## **After Meetings**

- Reach out to individually thank any presenters
- Ensure any resources or information shared in the chat are reflected in the minutes and action items are followed up on
- 5 calendar days after meetings: Distribute draft meeting minutes via email and post online
- Support members in completing and submitting per diem forms

## **Review Materials**

- [All items listed in Member Resources](#)
- [Coordinator reports](#)
- [Past committee and full council minutes from past two years](#)
- [Review presentations from past two years](#)
- [Annual reports](#)
- [Annual retreat reports](#)

## **Training Tutorial Videos** (to be created and linked below)

- Uploading documents to the website
- Updating documents to the website without creating a new link
- Where to file coordinator and director reports
- How to upload and link presentations
- How to use the member tracking sheet
- Tour of file organization
- How to auto schedule birthday messages
- How to update group email lists
- Updating the member directory

## March

- Complete required AHS trainings (COVID, security, and HIPAA)
- Review folders, past meeting minutes, and video tutorials
- Update website and documents with new contact information
- Set up Outlook groups for committees
- Schedule out task reminders for the year for when to draft and post agendas, warn votes, etc.

## April

- Review past coordinator reports
- Schedule 1:1 member phone calls to get to know members and develop rapport
- Update member directory and website as needed
- Work with AOE chair to ensure SRC invitations to AOT summer transportation event and ad hoc work group needs are met

## May

- Send out, submit, and track applications to members needing reappointment in September
- For members who will be terming off, work with Steering Committee to reach out to prospective new applicants

## June

- Contact venues re: annual retreat event
- Schedule annual retreat planning meetings with Steering Committee
- Remind members that all per diem expense forms need to be submitted by mid-June before FY ends

## July

- Provide any needed tasks to prepare for annual retreat including member assessment survey
- Schedule quarterly check in calls with members

## August

- Draft retreat agenda and facilitation plan

## September

- Send out registration form for annual retreat
- Finalize plans and logistics with retreat venue
- Finalize retreat agenda and facilitation plan

## October

- Draft annual report and get updates from committee chairs (which will also be used for the annual retreat)
- Follow-up items from annual retreat
- Work with Steering Committee to identify members interested in running for SRC positions

## November

- Schedule quarterly check in calls
- Finalize annual report
- Reserve rooms for 2023 meetings
- Schedule interpreters for 2023 meetings
- Work with chairs to draft 2023 legislative platform and share with VCDR

## December

- Reserve Card Room for 2023
- Upload annual report to website, email to NCSRC, SRC members, RSA reps, and determine who will send to Gov's office and DAIL commissioner

## January

- Finalize legislative tools and platform for 2023 and share with members
- Schedule out regional managers for the next 18 months for full SRC meetings

## February

- Schedule quarterly check in calls with members
- Promote VCDR legislative events to SRC members
- Plan for SRC card room day at the legislature