

BUDGET: \$350

WASHINGTON STATE ORGANIZATION—ACTION PLAN

COMMITTEE: Area \_\_\_ Liaison

2024-2025

LIAISON: \_\_\_\_\_

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LIST COMMITTEE GOALS (LIST IN GENERAL TERMS; CHECK EXECUTIVE GOALS)

1. Provide effective 2-way communication between chapters and state organization through regular, on-going contacts
2. Support chapter strengthening efforts and, if required, assist state chair to facilitate dissolution actions by sharing resources and training
3. Promote state programs and SAP via presentations, communications and trouble-shooting activities

HOW WILL YOU ACCOMPLISH THESE GOALS? (LIST ACTIVITIES, DUE DATES, EXPENSES AND PERSON RESPONSIBLE)

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ACTIVITY	DUE DATE	EXPENSES		PERSON RESPONSIBLE	CHECK WHEN COMPLETED/COMMENT
		EST	ACT		
1. Two-way Communication					
1.1. Meet with chapters regularly	Zoom or in-person	\$25			Meeting Log
1.2. Give brief report at chapter meetings		0			Focus on available grants, workshops, state level events/priorities; access state web site
1.3. Fill out Visitation Form Send to Memb. Chair, Dissolu. Rep, State President	After meeting	0			Access form on webpage, describe concerns/highlights
1.4. Write an Annual Report, Use bullets telling of your accomplishments	June 1, 2023	0			Look on webpage for examples
1.5. Write Articles for WSO News	Look on Rotation	0			Chapters should provide photos and information

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1.6. Share information with state officers (as appropriate)	monthly zoom meetings	0		
2. Support Chapter strengthening efforts	Ongoing	0		Assist State Chair to facilitate Place, Program, # of Members
2.1. Attend Area/Regional Workshop	Date:		\$25	
2.2. Attend Fall Board	Sept. 27-28, 2024 Zoom	0		Send 4 copies of this SAP to Pres., Past Pres., Treas., Finance Chair Keep one for your file Give brief report on area plans
2.3. Attend State Convention	April 25-27, 2025		\$275	Highlights: brief report on area
2.4. Vouchers with receipts	Within 30 days Of event			Keep copies, Look at Reimbursement Sheet Send everything to Jan Morgan
2.5. Collaborate with Membership/ Dissolution team to assess chapter strength, support and train chapters (as needed), consult with chapters	ongoing	25		<b>Maintain copies of interactions</b>
3. Promote state programs and SAP				
3.1. Network with other Area Liaisons	Monthly, Zoom	0		Thoughts, Takeaways:
3.2. Forward/share materials with Chapter contacts	On-going	0		Legislative, EEC, Communications

# Action Plan Reimbursement

Expenses from the allocated Budget amount: \$350

Standing Rule 3.75 Executive Committee members, Parliamentarian, committee chairs, Music representative and Area Liaisons

<b>Fall Board</b>	<b>State Convention (approximate)</b>
Early Registration      \$ 0	Early Registration      \$ 40
Mileage                      \$ 0	Mileage                      \$ 10
Scheduled Meals \$ 0	Scheduled Meals \$      100
Lodging @ 1/2 room \$	Lodging @ 1/2 room \$ 135
Standing Rule Line 210: lodging not to exceed one-half the double-occupancy room rate or room share (1/3 or 1/4)	

Standing Rule 3.75b: State committee members

<b>Fall Board Only</b>	
Mileage                      \$	
Lodging @ 1/2 room \$	Standing Rule Line 210: lodging not to exceed one-half the double-occupancy rate or room share 1/3 or 1/4
One scheduled meal \$	

For convention, committee members shall not receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this.

Vouchers must have all receipts attached, except for mileage and be submitted for processing no later than thirty days after the date incurred and prior to the close of the fiscal year (June 30).