

**NCSWA Executive Committee Checklist  
2012-2014**

2012	2013	2014	Month/Date/ Frequency	Task	Responsible Party	Authority/Recipient
			February or at the beginning of a panel (3years)	Outgoing and incoming E.C. meet with newly elected officers to discuss & agree on job description and evaluation criteria	Outgoing E.C. Chair & newly elected officers	See EC Guidelines
			Monthly	Financial reports (includes NCWSC meetings, Assembly & Convention)	Treasurer	To: EC Chair
			Monthly	Financial Assistants are required to report deposits	Financial Assistants/ Treasurer	To: EC Chair
			Annually or at the end of a panel (3 years)	Records of NCWSA accounts of its properties/assets, liabilities, receipts and disbursements been filed with the NCWSA corporate records	Treasurer, Bylaws and Insurance Coordinator	NCWSA Corporate Record Storage
			Annually (May 15) if extension filed then August	copies of the required local, county , state and federal tax returns/payments	Treasurer	To: EC Chair
			Annually (prior to 1/31)	copies of the local, county, state sales tax reports/payments	Treasurer	To: EC Chair
			Annually ( note: cannot be filed unless Federal Tax Return has been filed)	copies of Registration Renewal Fee report with CA Atty.General Charitable Trusts	Treasurer	To: EC Chair
			Annually	reports results of the annual audit to NCWSC	Alternate Delegate	Copy to EC Chair
			Odd years- October	Secty. Of State Corporate Statement of Information	Treasurer	Copy to EC Chair
			Whenever Budget Committee meets	minutes of Budget Committee reports,	Alternate Delegate/ Treasurer	To: EC Chair
			Whenever Budget Committee meets	investment recommendations	Alternate Delegate	To: EC Chair
			When investments approach maturity	an accounting of all investments held (30 to 60 ) days prior to maturity	Treasurer	To: EC Chair
			Annually	Copy of update the Committee Motions passed and failed with the new year's motions	Secretary	To: EC Chair
			Annually	Verify that the Secretary certified and kept at the NCWSA (corporate) office , the NCWSA's Articles of	Secretary	To: EC Chair

**NCSWA Executive Committee Checklist  
2012-2014**

				Incorporation, a record of its members by name, groups they represent, group addresses, the original or a copy of the By-laws as amended		
2012	2013	2014	Month/Date/ Frequency	Task	Responsible Party	Authority/Recipient
			Annually	Review/Revise NCWSA Corporate Responsibilities Timeline	E.C. members	To: NCWSA members
			Upon request: Assembly, Convention, etc.	Conduct Financial Assistant interviews and provide copies	E.C. members (panels of 2)	To: EC Chair
			Bi-Annually	Review and write summary of Assembly evaluations	E.C. members	To: NCWSA members in Assembly reports
			Every E.C. meeting	Prepare minutes for each E.C. meeting and at the end of year or end of 18 month term forward minutes	E.C. Secretary	To: NCWSA Corporate Record Storage