

**WWN Policies and Procedures Manual**  
**Section 13**  
**Calendar**  
**October 24, 2023 Rev 1**

**Duties, Policies and Procedures Pertaining To: Calendar**

**A. Duties.**

1. Tracks scheduled events to avoid conflicts.
2. Provides information for the Newsletter based on input received from the Chairpersons of all activities.
3. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.
4. Prior to Board meeting, email 2-month calendar to the Board members.
5. Present the upcoming 2-month calendar at the Board meeting.

**B. Procedures.**

1. Using a calendar or calendars, the Chairperson maintains a record of all events for the current fiscal year for members' reference.
2. Email Calendar to Board for approval. After approval, list all activities for the upcoming two months on one 8 1/2 by 11 page, which will provide Members a "Look Ahead 2 Month Calendar" monthly to help them plan. Email the Newsletter and Calendar to the Newsletter Distribution Chairperson.

**NOTE:** The WWN BOD must approve any changes to this document. To change the procedure either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.