

## EMSWCD DISTRICT OPERATIONS OVERVIEW OF CORE ACTIVITIES updated 12/08

RED= LEGALLY REQUIRED  
BLUE= PLANNING PROCESS

GREEN= BUDGET PROCESS  
FUSHIA= MAJOR DISTRICT EVENTS

### JANUARY

- Plan for next FY activities having budget implication sufficient for draft budget development
- Plant sale planning
- Plant sale website goes live
- Develop budget calendar, notice meetings at correct intervals (include in calendar)
- OACD dues
- Swear in new Directors, re-appoint associates, elect officers, make committee appointments, appoint representatives to outside organizations

### FEBRUARY

- Orientation and training review for Directors (would January be better?)
- Draft budget prepared by first budget committee meeting
- Budget message written by first budget committee meeting
- SDAO conference— encourage attendance at training by staff and Board
- NACD conference
- Budget committee meetings usually underway by end of February
- Plant sale traditionally held around February 14<sup>th</sup>

### March

- Budget committee meetings continue, revisions to draft budget ongoing
- ODA “Spring Training” for Directors traditionally held March or April—encourage attendance, attend

### April

- Develop program and District work plans for upcoming fiscal year
- Budget committee meetings continue, revisions to draft budget
- OACD multi-day staff training

### May

- TSCC hearing
- Meet with programs to begin Annual Report for current FY and Work Plan for next FY

### June

- Make any necessary adjustments to current budget
- Approve final budget, must make appropriations before July 1
- Send budget package to Assessor and TSCC – see calendar for deadline, depends on hearing date
- Individual work plan development meetings
- Engage auditor, set schedule
- If “public improvement” projects are planned in upcoming FY, report this to BOLI

### JULY

- Participation in Corbett Fourth of July festival
- Legal notice required regarding any Board vacancies
- Support elections and Board recruitment process and as appropriate (this continues through election)
- Annual report and financial summary (unaudited is okay) to be approved before Annual meeting
- File levy certification
- SDAO dues
- Planning for *Welcome the Rain*; venue set, participants, advertising, vendors, workshops etc.

### AUGUST

- ODA application and accompanying reports due in August
- District Work plan due to ODA August 15
- Annual meeting (requirement = once per year) special noticing requirements apply

### SEPTEMBER

- *Welcome the Rain!* festival traditionally held in late September
- Engage auditor, books usually closed for last FY by September, audit work underway now through December
- Deadline to submit staff, Directors, cooperators for OACD awards

### OCTOBER

- Consider contributing to OACD conference – prepare session content
- Schedule standard staff trainings for this month? (harassment, safety, first aid etc.)

### NOVEMBER

- Attend OACD conference
- Evaluation of Executive Director
- General election

### DECEMBER

- Annual report approved by Board and sent to ODA by 12/31
- Audit approved and sent to ODA, TSCC and County by 12/31 or extension filed by same date
- Initial conversations regarding next year priorities with implications for budget development, review staffing etc.
- SDAO best practices online checklist due by 12/15 (need a Director to complete one section-get a volunteer)