

Piedmont Soil & Water Conservation District
Annual Plan of Work Calendar
July 2011 - June 2012

GENERAL TASKS

Some tasks are repetitious for every month. These are listed below:

<u>TASK</u>	<u>WHO</u>	<u>OVERSIGHT RESPONSIBILITY</u>
Board Meeting Minutes	Public Information Specialist	Board Chairman
Monthly Review BMP/TMDL Applications for approval	Conservation Programs Committee Chair BMP /TMDL Staff	Conservation Committee
E-mail activity announcements to local governments & Partners	Public Info Specialist	Communication/Education Committee
Update Web Page	Public Info Specialist	Communication/Education Committee
Develop Quarterly Newsletter	Public Info Specialist	Communication/Education Committee
Attend monthly Joint Employee Development Trainings	Staff	District Manager
Monthly Treasurer Report/941 deposit/ST-9	District Manager	Financial Comm.& Treasurer
Staff Meetings	Staff	District Manager

MONTHLY CALENDAR

<u>DATE</u>	<u>TASK</u>	<u>WHO</u>	<u>OVERSIGHT RESPONSIBILITY</u>
<u>July</u> 2011	Distribute Piedmont SWCD Conservation Award applications	Public Info. Spec, Technical staff & NRCS	Communication / Educ. Comm. Conservation Committee
	Submit End of Year Operations Reports to Division of Conservation & Recreation (DCR) Conservation District Coordinator (CDC) (Financial, BMP, Grants)	District Manager, BMP & TMDL staff	Treasurer Finance Committee
	Request County funds for July-Dec	District Manager	Finance Committee
	Begin articles for Annual Report	Public Info. Spec.	Communication / Educ. Committee
	Begin Cost-Share practice approval	BMP staff	Conservation Comm.& Board of Directors
10-16	Youth Conservation Camp held at VA Tech		

24-29	Canon Envirothon, New Brunswick, Canada		
	Begin active recruitment for Cost Share, TMDL & No-till Programs	BMP/TMDL Staff	Conservation Committee
	Best Management Practices (BMP) Spot Checks with DCR	Senior Cons. Specialist District Manager	Conservation Committee
	Review Equipment & BMP /TMDL program survey	Staff	Conservation Committee & Board Chair
	Submit 941 form, State VA-5 & Taxes	District Manager	Treasurer & Finance Comm.
	Review WP-4 Funding Requests – Due 9-30	BMP/TMDL Staff	Conservation Committee
<u>August</u> 2011	Update database of school board directors, principals, teachers	Public Info Specialist	District Manager Communication/ Educ. Committee
30	Annual Report due to DCR by August 30	Public Info Specialist	Planning Committee & District Manager
	Review Memorandum of Understanding with cooperating agencies	District Manager	Planning Comm. & Finance Comm.
	Approve recommendation for Appointed Directors. Submit appropriate paperwork to Conservation District Coordinator (CDC)	Planning Chair & Public Info Specialist	Planning Comm. & Board of Directors
August 23	Deadline for Elected Directors to file election paperwork	Board of Directors	Planning Comm & Board of Directors
August 23-25	Virginia Association of Conservation District Employees (VACDE) Training at Graves Mt. Lodge	Staff	Personnel Committee
	Approve award nominees and plan award presentations	Public Info. Specialist	Communication / Educ. Committee
	Rain Water Harvest Demo Project Field Day – Goin Farm	Staff	Conservation Comm. & Partners
	Summer Newsletter	Public Info Specialist	Communication/Educ. Committee
<u>Sept</u> 2011	Plan for Natural Resources Conservation Week	Public Info. Spec.	Communication /Educ. Committee
	Plan for Emergency Action Exercise with Prince Edward County for Watershed Dams	District Manager	Watershed Committee

	Begin 2012 Envirothon Program	District Manager	Communication /Educ.
10	Family Farm Day – Blackstone SPAREC	Senior Conservation Spec. & Staff	Communication /Educ. Committee
15	Virginia Association of Soil and Water Conservation District BMP Awards due	Public Info. Spec.	Planning Committee
	Distribute Annual Report	Public Info. Spec.	Communication /Educ. Committee
	Review Educational Scholarship Criteria	District Manager	Communication /Educ. & Finance Committee
	Chesapeake Bay License Plate Grant Applications Due Oct. 1 st	District Manager	Finance Committee
<u>Oct</u> 2011	<i>Tentative - District Open House</i>	Staff	Directors
	Prepare & submit 1 st Qtr Operations Reports to DCR (CDC) (Financial, BMP, Grants)	District Manager BMP & TMDL Staff	Treasurer & Finance Comm.
	Area Clean Water Farm Awards due To DCR-CDC Nov 1st	Public Info Specialist	Planning Committee
	Update County Boards on District activities	Directors	Board of Directors
	Submit Federal Tax Form 941, State VA-5, & Employer Taxes	District Manager	Finance Comm. & Treasurer
	Fall Teachers Newsletter / Natural Resource Conservation Week	District Manager & Public Info. Spec.	Communication /Educ. Committee
	Review Sponsorship Drive Contacts	Staff & Directors	Communication /Educ. Committee
	Fall Newsletter	Public Info Specialist	Communication /Educ. Committee
	Teacher Workshops – Grant	District Manager	Comm./Educ Committee
<u>NOV</u> 2011	Prepare materials for Legislators and General Assembly for BMP and program funds	Legislative Comm Chair & Public Info. Spec.	Legislative Comm. & Board of Directors
	Prepare Officer Nominations	Planning Chair	Planning Committee
	Registration for Annual Mtg	Public Info. Spec.	Board Chair
	Plan for locality budget requests	District Manager	Treasurer & Finance Committee

	Local Envirothon Workshop	District Manager	Comm./ Educ. Comm.
<u>DEC</u> 2011	Contact Legislators with VASWCD and Piedmont SWCD concerns	Legislative Chair & Public Info Spec.	Legislative Comm. & Board of Directors
4-6 Richmond	VASWCD Annual Meeting	Board of Directors & Staff	Legislative Comm. & Board of Directors
31	Elected & Appointed Directors take Oath	Directors	Board Chairman
	VASWCD Poster Winners due to National Association of Conservation Districts	Public Info. Spec.	Communication /Education Committee
	Place meetings notice in newspaper/library for the year. Book Conference room.	Public Info. Spec.	Communication /Educ. Committee
<u>JAN</u> 2012	Submit FY 2012-2013 Funding Request to Counties	District Manager & Finance Comm. Chair	Board of Directors
	Prepare & submit 2 nd Qtr Operations Reports to DCR (CDC) (Financial, BMP, Grants)	District Manager, BMP & TMDL Staff	Treasurer & Finance Committee
	Submit Federal Tax Form 941, State VA-5, & Employer Taxes	District Manager	Treasurer & Finance Committees
31	Prepare 1099 G and 1096 Tax Form & Complete W-2 and W-3 forms	District Manager	Conservation Committee
	Update SWCD Directory	Public Info. Spec.	DCR-CDC
	Updated contact info. for local officials, county staff, state legislators	Public Info. Spec.	Communication /Educ. Committee
	Officer Elections	Planning Chair	Board of Directors
	Renew all Associate Director terms	Board of Directors	Planning Comm. & Board of Directors
	Update committee appointments	Board Chairman	Planning Committee
	Winter District Newsletter	Pubic Info. Spec.	Communication / Educ. Committee
	AG Partnership Meetings	BMP / TMDL Staff	Conservation Committee
	Advertise Piedmont SWCD & VASWCD Educational Scholarships	Public Info. Spec.	Communication/ Educ. Committee

	Drill Maintenance	Equipment Manager	District Manager & Conservation Comm.
	Request county funds Jan-June Equipment Storage Payment	District Manager	Finance Committee
FEB 2012	Advertise Youth Conservation Camp	Public Info. Spec	Communication /Educ. Committee
	New Director Orientation	Board of Directors	DCR - CDC
	Review Personnel and Purchase Policies.	District Mgr., Personnel Chair & Financial Comm. Chair	Personnel & Finance Committee
MAR 2012	Area V Meeting	Board of Directors & Staff	Board of Directors
	Select Scholarship Applicants	Finance & Communication /Educ. Comm. Chairs	Finance & Communication /Educ. Committees
	Soil & Water Stewardship Week & Spring Teachers Newsletter	District Mgr & Public Info. Specialist	Communication / Educ Committee
	PSWCD Envirothon	District Mgr & Public Info. Specialist	Communication / Educ Committee
	2012 Dam Inspections	District Mgr, NRCS & Watershed Comm. Chair	Watershed Committee
	Prepare Staff Evaluations	District Manager & Personnel Comm. Chair	Personnel Committee
	Poster Contest	Public Info Spec.	Communication / Educ. Comm.
	Begin Planning for Environmental Day Camp	Staff	Comm./ Educ. Committee
APRIL 2012	Prepare & Submit 3 rd Qtr Operations Reports to DCR (CDC) (Financial, BMP, Grants)	District Manager, BMP /TMDL Staff	Treasurer & Finance Committees
	Submit Federal Tax Form 941, State VA-5, & Employer Taxes	District Manager	Finance Committee
	Approve Staff Evaluations	Personnel Comm. Chair	Board of Directors
	Submit YCC info to VASWCD by May 1 st	District Manager	Communication/Educ. Comm.
	Area V Envirothon	District Manager	Communication/Educ.

			Comm.
	Registration for State Envirothon due to VASWCD	District Manager	Communication/Educ. Comm.
	Spring District Newsletter & Soil & Water Stewardship Week	Public Info. Spec.	Communication/Educ Comm.
	Prepare draft of 2012-2013 Annual Plan of Work Calendar	Planning Comm. Chair & Staff	Planning Committee
MAY 2012	State Envirothon	District Manager	Communication/Educ Comm.
	Finalize Cost-Share Program	BMP /TMDL staff & District Manager	Conservation Committee
	Approve 2012-2013 Annual Plan of Work & submit to CDC	Planning Comm. Chair & Public Info. Spec.	Planning Committee
	Prepare FY 2012-2013 Budget	District Manager & Treasurer	Board of Directors
	Submit BMP Secondary Considerations to DCR	District Manager, BMP /TMDL Staff	Conservation Committee
	Update County Boards on District Activity	Directors	Board of Directors
	Review 2009-2013 Strategic Plan	Staff & Board of Directors	Planning Committee
JUNE 2012	Review & Approve DCR Operations/BMP Grant Agreements	Board of Directors	Finance Committee
	Directors coming up for election must have paperwork submitted	Directors	Board of Directors
	Prepare end of year Operations Reports (Financial, BMP, Grants)	District Manager, BMP /TMDL Staff	Treasurer / Finance Comm.
	Approve FY 2012-2013 Budget	Finance Comm. Chair	Board of Directors
	Begin Preparing PY 2013 BMP Cost List	Senior Conservation Spec & BMP/TMDL Staff	District Manager Conservation Committee
	Photo of Scholarship Winner	Public Info Specialist	District Manager