

Piedmont Soil & Water Conservation District  
Annual Plan of Work Calendar  
**July 2009 - June 2010**

**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 Applications for approval	Conservation Programs Committee Chair /BMP Tech., TMDL Techs.	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	Staff	District Manager
Monthly Treasurer Report/941 deposit/ST-9	District Manager & Financial Committee	Financial Comm.& Treasurer
Staff Meetings	Staff	

**MONTHLY CALENDAR**

<u>DATE</u>	<u>TASK</u>	<u>WHO</u>	<u>OVERSIGHT RESPONSIBILITY</u>
<u>July 2009</u>	Prepare Piedmont SWCD Conservation Award applications	Public Info. Spec & NRCS	Communication / Educ. Comm.
	Submit End of Year Operations Reports to Division of Conservation & Recreation (DCR) Conservation District Coordinator (CDC) (Financial, BMP, Grants)	District Manager, Cons. Tech & Total Maximum Daily Load (TMDL) Techs.	Treasurer Financial Committee
	Request County funds for 1 <sup>st</sup> Quarter	District Manager	Financial Committee
	Begin articles for Annual Report	Public Info. Spec.	Communication / Educ. Committee
	Begin Cost-Share practice approval	Conservation Technician & TMDL Technicians	Conservation Comm.& Board of Directors
12-18	Youth Conservation Camp held at VA Tech		
	Begin active recruitment for Cost Share & TMDL & No-till	Conservation & TMDL Tech.	Conservation Committee

	Best Management Practices (BMP) Spot Checks	Conservation Tech.	Conservation Committee
	Review equipment & Best Management Practices /TMDL program survey	Staff	Conservation Committee & Board Chair
	Submit 941 form, State VA-5 & Taxes	District Manager & Financial Comm.	Treasurer & Financial Comm.
	Review 09-10 dam maintenance contracts	District Manger	Watershed Committee
	Review WP-4 Funding Requests – Due 9-30	Conservation & TMDL Techs	Conservation Committee
<u>August 2009</u>	Update database of school board directors, principals, teachers	District Manager	Communication/ Educ. Committee
30	Annual Report due to DCR by August 30	Public Info Spec	Planning Committee & District Manager
August 2-8	Canon Envirothon, Ashville, North Carolina	Conservation & TMDL Techs	
	Review Memorandum of Understanding with cooperating agencies	Public Info Spec. provides copy	Planning Comm. & Financial Comm.
	Approve recommendation for Appointed Directors. Submit appropriate paperwork to Conservation District Coordinator (CDC)	Planning Chair & Public Info Spec.	Planning Comm. & Board of Directors
	Virginia Association of Conservation District Employees (VACDE) Training at Graves Mt. Lodge	Staff	Personnel Committee
	Approve award nominees and plan award presentations	Public Info. Spec	Communication / Educ. Committee
	BMP /TMDL Field Day	TMDL Tech. & Cons. Tech.	Conservation Comm. & Partners
	Summer Newsletter	Public Info Specialist	Communication/Educ. Committee
<u>Sept 2009</u>	Plan for Natural Resources Conservation Week	Public Info. Spec.	Communication /Educ. Committee & Board of Directors
	Start Envirothon Program	District Manager	Communication /Educ. Committee
	Prepare for Ag Awareness Day	Cons. Tech & District Mgr.	Communication /Educ. Committee
15	Virginia Association of Soil and Water Conservation District BMP Awards due	Public Info. Spec.	Planning Committee

Due Nov 1	Area Clean Water Farm Awards due to DCR-CDC	Public Info Spec.& NRCS	Planning Committee
	Distribute Annual Report	Public Info. Spec.	Communication /Educ. Committee
	Review Educational Scholarship Criteria	District Manager	Communication /Educ. Comm. & Finance Committee
	Chesapeake Bay License Plate Grant Applications Due Oct. 1st	District Manager	Financial Committee
<u>Oct</u> 2009	District Open House	Staff	Directors
	Prepare & submit 1 <sup>st</sup> Qtr Operations Reports to DCR (CDC) (Financial, BMP, Grants)	District Manager Cons. Tech & TMDL	Treasurer & Financial Comm.
	Update County Boards on District activities	Directors	Board of Directors
	Submit Federal Tax Form 941, State VA-5, & Employer Taxes	District Manager	Financial Comm. & Treasurer
	Fall Teachers Newsletter / Natural Resource Conservation Week	District Manager & Public Info. Spec.	Communication /Educ. Committee Chair
	Review Sponsorship Drive Contacts	Staff & Directors	Communication /Educ. Committee
<u>NOV</u> 2008	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 Committees
	Local Envirothon Workshop	District Manager	Communication / Educ. Committee
	Nottoway Farm Tour	Staff	Conservation Committee
<u>DEC</u> 2009	Contact Legislators with Va. Association of and Piedmont SWCD concerns	Legislative Chair & Public Info Spec.	Legislative Comm. & Board of Directors
	VASWCD Annual Meeting	Board of Directors & Staff	Legislative Comm. & Board of Directors
31	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
<b>JAN</b> 2010	Submit FY 2010-2011 Funding Request of Counties	Financial Comm. Chair & District Manager	Board of Directors
	Prepare & submit 2 <sup>nd</sup> Qtr Operations Reports to DCR (CDC) (Financial, BMP, Grants)	District Manager, BMP Tech, & TMDL	Treasurer & Financial Committee
	Submit Federal Tax Form 941, State VA-5, & Employer Taxes	District Manager	Treasurer & Financial 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 Chairman	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 Tech. & TMDL Techs.	Conservation Committee
	Advertise Piedmont SWCD & VASWCD Educational Scholarships	Public Info. Spec.	Communication/ Educ. Committee
	Review 2010-2013 Strategic Plan	Staff & Planning Committee	Planning Committee
	Drill Maintenance	Equipment Manager	District Manager & Watershed Comm.
<b>FEB</b> 2009	Advertise Youth Conservation Camp	Public Info. Spec	Communication /Educ. Committee
	New Director Orientation	Board of Directors	CDC
	Review Personnel, Vehicle, Travel and Purchase Policies.	District Mgr., Personnel Chair & Financial Comm. Chair	Personnel & Finance Committee
<b>MAR</b>	Area V Meeting	Board of Directors & Staff	Board of Directors

2010			
	Select Scholarship Applicants	Finance & Communication /Educ. Comm. Chairs	Finance & Communication /Educ. Committees
	Soil & Water Stewardship Week & Spring Teachers Newsletter	District Manger & Public Info. Specialist	Communication / Educ Committee
	PSWCD Envirothon	District Manager & Public Info. Specialist	Communication / Educ Committee
	*10 Dam Inspections	District Manager & Watershed Comm. Chair	Watershed Committee
	Prepare Staff Evaluations	District Manager & Personnel Comm. Chair	Personnel Committee
	Poster Contest	Public Info Spec.	Communication / Educ. Comm.
	Start Preparing for Environmental Day Camp	Staff	Comm./ Educ. Committee
<b>APRIL</b> 2010	Prepare & Submit 3 <sup>rd</sup> Qtr Operations Reports to DCR (CDC) (Financial, BMP, Grants)	District Manage, BMP Tech & TMDL Techs.	Treasurer & Financial Committees
	Submit Federal Tax Form 941, State VA-5, & Employer Taxes	District Manager	Financial Committee
	Approve Staff Evaluations	Personnel Comm. Chair	Board of Directors
	Volunteer Recognition at Bd Mtg	Public Info. Specialist	Communication / Educ. Comm.
	Submit YCC info to VASWCD by May 1st	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 2010-2011 Annual Plan of Work Calendar	Planning Comm. Chair & Staff	Planning Commiittee
<b>MAY</b> 2010	State Envirothon	District Manager	Communication/Educ Comm.
	Finalize Cost-Share Program	BMP Tech, TMDL Techs. & District Manager	Conservation Committee
	Prepare and submit 2010-2011	Planning Comm. Chair &	Planning Committee

	Annual Plan of Work & submit to CDC	Public Info. Spec.	
	Prepare 10-11 Budget Request for DCR	District Manager & Treasurer	Board of Directors
	Submit BMP Secondary Considerations	District Manager, BMP Tech & TMDL Techs.	Conservation Committee
	Update County Boards on District Activity	Directors	Board of Directors
<b>JUNE</b> 2010	Review & Approve DCR Operations Grant Agreement	Board of Directors	Financial 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 Tech /& TMDL Techs.	Treasurer / Financial Comm.
	Approve FY 2009-2010 Budget	Financial Comm. Chair	Board of Directors