

Schedule of Annual RSC Tasks:

Winter/January RSC

Before RSC:

Advise RCM and Subcommittee's where Admin Meeting will be.

If PNW falls after October RSC put PNW Report on January RSC Agenda.

At RSC:

Elections for:

- Hospitals and Institutions Chairperson
- Activities Chairperson
- Treasurer
- Treasurer Trainee

Spring/April RSC

Before RSC:

Go over guidelines with Chair, VC, Sec, Asst. Sec invite RCMS

Advise RCM and Subcommittee's where Admin Meeting will be

At RSC:

Elections for:

- Public Information Chairperson
- Literature Chairperson

Reminder for Area Events to present time date and place for insurance with C&E at July RSC for the following year.

Summer/July RSC

Before RSC:

V-Chair/Chair – Negotiate room block rates with C&E Credit card for following year out (i.e for 2010 it would be from January 2011 – October 2011).

V-Chair/Chair - Negotiate meeting room rates from April to January of following year two years (i.e. for 2010 April 2011 to January 2012):

Advise RCM and Subcommittee's where Admin Meeting will be.

At RSC:

Odd years Election for Alternate RD

Reminder about H&I PI Learning Day bid at All Subs in October.

Reminder about Mobile Convention bid for October.

Autumn/October RSC

Before RSC:

Secretary mail out FSA notices two weeks prior to October Region.

Secretary create FSA Agenda.

Chair: Do report for FSA meeting at 2pm on October.

Advise RCM and Subcommittee's where Admin Meeting will be.

If PNW falls before October RSC, put PNW Report on October RSC Agenda.

On Agenda for October put RSC Budget for approval and C&E Budget for approval.

At RSC:

H&I PI Learning Day bid at All Subs in October.

Mobile Convention bid for October.

Elections to be held prior to FSA meeting at 2.00pm:

- Chairperson
- Vice-Chairperson
- Conventions & Events Committee Chair
- Recording Secretary
- Secretary Trainee
- Conventions & Events Committee Treasurer
- Auditor even years

At the October RSC, appoint a member of RSC Admin to serve as PNW Liaison for one (1) year.

Vice chair:

Update Calendar for webservant to post with dates and times of RSC/All Subs meetings and in October Saturday break 9.45 for all subs from 10-1.45pm and back at 2.00pm sharp for FSA.

Each Region sign contract for room rate for corresponding month one year ahead i.e. Jan 2010 sign for Jan 2011.