

## USWCA Representative Liaison Timeline

Month	Communication to Liaison	Communication to Club Rep
<b>December / January</b>	<ul style="list-style-type: none"> <li>- Secretary notifies Liaison when Winter USWCA meeting links are on website</li> </ul>	<ul style="list-style-type: none"> <li>- Dues reminder (Due Jan 15<sup>th</sup>)</li> <li>- Call to Winter Meeting</li> </ul>
<b>Late January</b>	<ul style="list-style-type: none"> <li>- Comptroller send Liaison information about any clubs that did not submit dues</li> </ul>	<ul style="list-style-type: none"> <li>- Contact clubs that did not submit dues.</li> </ul>
<b>February / March</b>	<ul style="list-style-type: none"> <li>- Secretary notifies Liaison when Wrep Sheet is available on website and in advance of being emailed to Reps.</li> <li>- Secretary notifies Liaison when Fall USWCA meeting links are available on website.</li> </ul>	<ul style="list-style-type: none"> <li>- Look for Wrep Sheet</li> <li>- Follow-up after Winter Meeting</li> <li>- Save the date for Senior Women's Bonspiel – Eligible entrants must be paid for the year prior to the event.</li> <li>- Save the date for National Bonspiel</li> </ul>
<b>July / Early August</b>		<ul style="list-style-type: none"> <li>- Final call for applications for Senior Women's Bonspiel.</li> <li>- Call to Fall Meeting</li> </ul>
<b>August / September</b>		<ul style="list-style-type: none"> <li>- Reminder of Fall Meeting *Proxies and Alternates</li> <li>- All American</li> <li>- Circuit</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>- Secretary notifies Liaison when Wrep Sheet is on website and in advance of being mailed to Reps</li> </ul>	<ul style="list-style-type: none"> <li>- Look for Wrep Sheet</li> <li>- Follow-up after Fall Meeting</li> <li>- Provide information on National Bonspiel – Application process goes through the club reps.</li> </ul>
<b>November</b>		<ul style="list-style-type: none"> <li>- Dues reminder (Due Jan 15<sup>th</sup>)</li> <li>- National Bonspiel deadline</li> </ul>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>- Communication from Membership Committee regarding new clubs.</li> <li>- Liaison updates rep distribution list as needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Continued communication with clubs and reps regarding new reps.</li> </ul>