

YEAR IN THE LIFE OF A DIRECTOR

An Overview of Responsibilities of NWP Site Directors

	FALL	WINTER	SPRING	SUMMER						
Administrative	Continued Funding Application (CFA):	Hold CFA reporting meeting with site leadership.	Put report together	Receive review packet; share response with site leadership.						
	Site Profile Data:	Enter site profile data.	January: CFA Due October: Site Profile Data Due	Collect site profile data (ongoing)						
	Budget Reports:	Review financial records to confirm and finalize budget data. Develop plans for requested budget.	September: Final Budget Due (from previous year) January: Requested Budget Due Minigrant Applications Due (if applicable, for ELL, RSN, USN, TLN, and TIC networks)	Revise all active budgets as needed (ongoing)	NWP grant awarded New fiscal year begins.					
		←.....Year-round program management (e.g., organizing contracts, arranging events, invoicing for inservice, oversight of business operations).....→								
		←.....Year-round advocacy on behalf of the site and its work (at the university, with public schools, in the community).....→								
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Programmatic	NWP Cross-Site Opportunities	Annual Meeting	New Site Leadership Institute	RSN Conference	Spring Meeting	USN Conference	Web Presence Retreat	Directors Retreat	Professional Writing Retreats	
	Invitational Summer Institute (ISI):	Recruiting (ongoing). Do current flyers.	Early January (or before): ISI mailing to TCs and area administrators.		Selection of TCs through appointments and interviews.		ISI Pre-Institute Meeting		Invitational Summer Institute	
	Summer Programs:	Prepare, plan summer offerings.						Open programs: advanced institute		
	Continuity Meetings:	←.....Ongoing as developed.....→ Leadership Teams, Study Groups, Writing Retreats, Dine-and-Discuss Groups, Teacher Research Groups, etc.								
	Year-round Inservice Work:	←.....Ongoing.....→ Inservice Series, Saturday Seminars, Open Institutes, School Partnerships, Conferences								