**Region Meeting Working Agenda**

\*Region Director is MC for meeting

\*Estimated total time for Region meeting should be 6-8 hours

* Welcome and Opening Remarks – Region Director / Host State Chair (10-15 min)
	+ Pledge
	+ Prayer
	+ Creed
* ANCW Business – ANCW President Elect (30-60 min)
	+ ANCW update (20-30 min)
	+ Discussion with region members (20-30 min)
* ANCW Committee Chair Update (10-15 min each committee)
	+ Have each ANCW Committee member provide update on workings of their committee
	+ (Also solicit new committee member participation)
* State Reports (10-15 min each state)
	+ State presidents highlight the state cattlewomen association events
* ANCW Business meeting - ANCW President-Elect (30-45 min)
	+ ANCW President-Elect provides job description of Region Director and committee members prior to all elections
		- Meeting attendance, travel requirements, roles and responsibilities, etc.
	+ Election of Region Director (if applicable)
	+ Election of new committee members from region
		- Invite all new committee members to Summer Business Meeting
	+ Establish region meeting host state, potential location, and dates for the following year
		- (To be approved by the Executive Committee at Summer Business Meeting)
* Speaker/Workshop – to be decided by Region Director/Host State (2-4 hours)
	+ Ideas – ANCW speaker list/workshop list
		- Examples: How to run a meeting / How to host a WIRED /WILD training
	+ Speaker must be approved by ANCW Executive Director
	+ If there is an ANCW Region Meeting sponsor, they must be given 15-30 minutes of speaking time

**Notes**

* Must have minutes of all elections, attendance, and business of each Region meeting
	+ Send minutes to ANCW Executive Director at executivedirector@ancw.org
* Suggested: ANCW President Elect and Region Director – host mini-reception in room for state presidents and state presidents-elect to get to know each other