

JCDA Chairman Workshop  
April 22, 2017  
State CDA Convention, Corpus Christi, Texas

- I. Introductions
- II. List of Court Chairman/Co-Chairman for each court
- III. Standing Rules for local courts
- IV. Annual requirements
  - Updated roster now and January 1 of each year to state chairman
  - Reception of new members—reception form to state chairman as they occur
  - Financial reviews – April and October, get with court regents, copy to State Chair
  - Newly elected officers—elections in April or May
  - Installation of new officers
  - New officer form – to chairman by June 15<sup>th</sup>
  - new officer training/planning meeting
  - Circle of Love Reporting Forms—sent in March every year
  - Outstanding Junior—April or May each year, deadline to be announced
  - Graduates—names, address and college plans to state chairman
- V. Annual Activities
  - Parent/daughter meeting to plan year
  - Counselors—requirements (EIM)
  - Membership Drives
  - National JCDA Sunday—February each year
  - Proclamation
  - Read Across America—March 2
  - Make A Difference Day—October each year
  - Mother’s Day/Father’s Day
  - Veterans
  - Pin programs (State Pin project)
  - Scholarships—applications forwarded to regent
- VI. Meetings
  - Opening ceremonies
  - Juniors’ Act of Consecration
  - Requirements, quorums, voting
  - Age – Juniors v. Jettes
- VII. Interaction with CDA court
  - Report at CDA meetings
  - Help with CDA functions
  - Plan an activity with CDA at least 2 times/year
- VIII. Convention – 2017
  - Scrapbook
- IX. Question and Answer session
- X. Evaluations