

**IAM FD 1 / NFFE Local Lodge Compliance Program  
January 31 – February 5, 2016  
Classroom TBD**

Sunday, January 31st	Monday, February 1st	Tuesday, February 2nd
<p><b>9:00 - 11:00 am BRUNCH</b></p> <p align="center"><b>WILLIAM W. WINPISINGER EDUCATION AND TECHNOLOGY CENTER</b></p> <p>2:30 – 3:30 pm Orientation and Overview C. Wagoner</p> <p>3:30 – 5:00 pm NFFE / IAM Merger Background and History – B. Dougan</p> <p><b>5:00 - 6:00 pm DINNER</b></p> <p>6:00 – 7:00 pm Overview of the IAM: Structure and Services – C. Wagoner</p> <p>7:00 – 8:00 pm Organizing / Recruiting / Building Membership – ?Name?</p>	<p><b>7:00 - 8:00 am BREAKFAST</b></p> <p>8:00 - 9:30 am CSRA and LMRDA Overview: Reporting Requirements for LL Officers &amp; LL Admin – S. Suitich / C. Siegel</p> <p><b>9:30 - 9:45 am BREAK</b></p> <p>9:45 - 12:00 am The CSRA, LMRDA &amp; IAM Organizational Structure &amp; Governance: Bylaw Requirements for DLs, Councils, &amp; LLs - C. Wagoner</p> <p><b>12:00 - 1:00 pm LUNCH</b></p> <p>1:00 - 2:45 pm The CSRA, LMRDA &amp; IAM Structure &amp; Governance: Bylaw Compliance Review – C. Wagoner</p> <p><b>2:45 - 3:00 pm BREAK – GROUP PHOTO</b></p> <p>3:00 - 5:00 pm LL Officers: CSRA ,LMRDA and IAM Mandated Duties &amp; Responsibilities C. Wagoner</p> <p><b>6:00 - 7:00 pm DINNER</b></p>	<p><b>7:00 - 8:00 am BREAKFAST</b></p> <p>8:00 - 9:30 am LL Financial Ops: GLA Responsibilities LL Fiduciary Responsibilities – ?Name?</p> <p><b>9:30 - 9:45 am BREAK</b></p> <p>9:45 - 10:45 am LL Financial Ops: Receipts / Disburse Constitutional Requirements – ?Name?</p> <p><b>10:45 - 11:00 am BREAK</b></p> <p>11:00 - 12:00 pm LL Fin'l Ops: Disbursements, Per Diems, Incidentals, &amp; Motions – ?Name?</p> <p><b>12:00 - 1:00 pm LUNCH</b></p> <p>1:00 - 2:30 pm LL Meetings: CSRA, LMRDA &amp; IAM Requirements - C. Wagoner / M. Seewald</p> <p><b>2:30 - 3:00 pm BREAK</b></p> <p>3:00 – 5:00 pm LL Financial Ops: Audit Reports and Constitutional Requirements - ?Name?</p> <p><b>6:00 - 7:00 pm DINNER</b></p>
Wednesday, February 3rd	Thursday, February 4th	Friday, February 5th
<p><b>7:00 - 8:00 am BREAKFAST</b></p> <p>8:00 - 9:30 am LL Financial Ops: Audit Workshop Constitutional Requirements - ?Name?</p> <p><b>9:30 - 9:45 am BREAK</b></p> <p>9:45 - 10:45 am LL Financial Ops: Annual Civil Reporting Forms - DOL – ?Name?</p> <p><b>10:45 - 11:00 am BREAK</b></p> <p>11:00 - 12:00 pm LL Financial Ops: Annual Civil Reporting Forms LM 4 Workshop – ?Name?</p> <p><b>12:00 - 1:00 pm LUNCH</b></p> <p>1:00 - 3:00 pm Simulated LL E- Board Meeting + LL Meeting + Debrief – ?Name?</p> <p><b>3:00 - 3:15 pm BREAK</b></p> <p>3:15 – 5:00 pm LL Financial Ops: Annual Civil Reporting Forms / Bonding / 990N, 990EZ 990 ?Name?</p> <p><b>6:00 - 7:00 pm DINNER</b></p>	<p><b>7:00 - 8:00 am BREAKFAST</b></p> <p>8:00 – 10:15 am DOL Election Requirements and Issues C. Siegel</p> <p><b>10:15 - 10:30 am BREAK</b></p> <p>10:30 – 12:00 pm IAM Constitutional Requirements: An Overview – A. Buffenbarger</p> <p><b>12:00 - 1:00 pm LUNCH</b></p> <p>1:00 - 2:15 pm IAM Constitutional, Official Circulars, &amp; LL Bylaws: LL Election Requirements and Issues – C. Wagoner</p> <p><b>2:15 - 2:30 pm BREAK</b></p> <p>2:30 – 4:00 pm The LL Election Process: Step-by-Step C. Wagoner</p> <p><b>6:00 - 7:00 pm DINNER</b></p>	<p><b>6:30 - 7:30 am BREAKFAST</b></p> <p>8:00 - 10:00 am LL Election Simulation + Debrief C. Wagoner</p> <p><b>10:00 - 10:15 am BREAK</b></p> <p>10:15 - 11:00 am Program Debrief and Closing</p> <p><b>11:00 am Bus Departs for BWI Airport</b></p> <p>REMINDER: <b>Please</b> have your belongings packed before Friday's Closing and up in the Lobby so Housekeeping can clean the rooms.</p> <p align="right">Thank you.</p>