

# CALENDAR OF EVENTS

## January

1. Send committee report to President 2 weeks prior to the board meeting.
2. Attend Board Meeting
3. Obtain the "Site Notebook" from previous chairperson.
4. Provide Publication Chairperson with announcement for the Newsletter.
5. Following the Board Meeting, review the contract and compare to the proposed/planned program.

## March

1. Contact the hotel by letter or phone to introduce yourself.
2. Obtain the name of the person who will be in charge of the SEACM Meeting.
3. Order hotel reservation cards and ask hotel to send directly to the Publication Chairperson.

## June

1. Obtain menus from the hotel catering department and have the President to select food for all food functions.
2. Contact the audio-visual personnel to get a price list if renting these items from the hotel.
3. Send prices of meals, coffee breaks and wine/cheese reception to the Finance Chairperson so registration fees can be set prior to the July Board Meeting.

## July

1. Send committee report to President 2 weeks prior to board meeting.
2. Attend the Board Meeting.
3. Report any recent communications with the hotel.
4. Obtain any additional room requirements from board members (for committee meetings, etc.)
5. Give the hotel information for the program to the Publication Chairperson.

## October

1. Obtain a list of audio-visual requirements from the Program Chairperson.
2. Meet with the hotel for the final review the meeting space of all functions and other details.
3. Obtain a local security guard for the exhibits on Thursday night.
4. Send committee report to President 2 weeks prior to board meeting.

## November

1. Check with the Registration Chairperson for registration numbers in order to confirm numbers for meals. Pre-meeting (48 hrs before) it will be necessary to confirm the board meal, workshop meals and coffee breaks
2. MEETING TIME - Be available to be a "gopher"!
3. Submit proposed budget (estimate) for the upcoming year. If the incoming President has appointed the persons who will be committee members, budget travel for committee members to the meeting site by December 1.

## December

If not done immediately following the meeting when the bill was paid, submit a

copy of all invoices to the Treasurer by December 15th so the books can be closed by the end of the year.