

CALENDAR OF EVENTS

January

1. Send committee report to President 2 weeks prior to the board meeting.
2. Attend January Board Meeting.
3. Obtain articles for the Newsletter from the following committees:

Letter from President

List of Spring Workshops - Area Directors

Summary of Annual Meeting - Publications or Program

Treasurer's Report

Committee Reports (Membership, Exhibit, Corporate Liaison)

Annual Meeting Information - Program and Hotel

Job Service Board Announcement

Address List of Board Members Updated

Other pertinent articles or information approved by the Board

Membership Application Forms

Educational Award Application

ABSOLUTE DEADLINE for all articles for Newsletter is the 4th Monday in January.

February

1. By the 2nd week, submit Newsletter for publication..
2. Obtain a stamp of the President's signature to stamp forms. Mail to Area Directors as requested for Spring Meetings.
3. Get mailing labels at this time from the Membership/Registration in zip code order for the newsletter to be mailed.
4. Should receive from the Program chairperson a preliminary flyer (info that should be included: Date and location of the fall meeting, workshop and general session topics and speakers, if known).

February/March

Mail Newsletter.

July

1. Send report to the President 2 weeks prior to the board meeting.
2. Attend Board Meeting.
3. Get final program from Program Chairperson and registration fee information for the program mailing. Submit to printer.
4. Remind Program Chairperson to get all program abstracts to you for program booklet (due no later than the 1st week of August).

August

Deadline for abstracts for program - 2nd or 3rd week of August.

September

1. Mail program first week, if this is not done by Program Committee.
2. Send extra programs with registration forms to Registration Chairperson to send people who contacts them.
3. Program Committee Chairperson should be forwarding speaker handouts to you by September 15th.

October

1. Second week in month, annual program booklet to printer.
2. Send report to the President 2 weeks prior to the board meeting.

November

1. Attend Board Meeting.
2. Remind all board members of the list of articles needed for Newsletter at January Board Meeting.
3. Get all abstracts from the Program Chairman for the Newsletter.
4. Prepare budget for upcoming year and submit to Finance Chairperson by December 1st.
5. When appropriate, update the Publications Notebook and pass on to new chairperson.