

Calendar Ideas for the President's Year

JUNE

Conference: Preside and present goals, dates for your year including events and board meetings and conference; installation

Post Conference Board Meeting:

Prepare agenda, present goals and expectations; introduce EC, chairs and directors for comments on their plans;

- Comments could include summer activities – State Fair and Women's day at the fair, Women's equality Day
- Deadlines for communicator, NIKE, board book report, etc.

State Meetings: By now, the hotel contract for (fall) Board meeting should be approved by the EC, signed and returned to hotel and Board chairs should be making final arrangements. Tentative Schedule should be published and sent to NIKE / Communicator.

JULY

NIKE: send Presidents Message by deadline – July 15th

Communicator: send President's Message by deadline (determined by President)

Web site: send message; update as desired

EC meeting: discuss and set date/time for EC meetings (face and tele)

Region Meetings: coordinate with President Elect for state Representation (if any) at Region meetings.

AUGUST

Communicator: send President's Message by deadline

(fall) Board meeting: make final plans and publish schedule

EC Meeting:

EC approves presenting proposed bylaws and MOI to the Board meeting.

Note: the EC vote must take place in advance of the board meeting so 1) Bylaw changes can be published 30 days in advance of the meeting and 2) MOI changes can be published 10 days before the meeting.

At the Board meeting, the Bylaw Chair presents published changes to the Board making the motion to move the bylaws to conference/member meeting for member vote. The MOI chair (or, if not a board member, a board member) presents published changes to the Board for vote.

SEPTEMBER

Communicator: send President's Message by deadline

State Meetings:

- 1) Check with Fall Board chairs for open items
- 2) Meet with Winter/Spring board chairs to finalize plans; if not yet signed, present hotel contract to EC for vote
- 3) Meet with conference chairs to discuss plans; if not yet signed, present hotel contract to EC for vote

OCTOBER

NIKE: send President's Message by deadline – Oct 15th

Communicator: send President's Message by deadline

NOVEMBER

Communicator: send President's Message by deadline

Meet with Winter/Spring Board Chairs to discuss progress

DECEMBER

Communicator: send President's Message by deadline

JANUARY

NIKE: send President's Message by deadline – Jan 15th

Communicator: send President's Message by deadline

EC meeting:

- 1) EC should approve the time/hour for election at annual conference (include in Conference schedule).
- 2) EC also approves presenting proposed bylaws and MOI at the Board meeting.
Note: the EC vote must take place in advance of the board meeting so 1) Bylaw changes can be published 30 days in advance of the meeting and 2) MOI changes can be published 10 days before the meeting.
- 3) Board approved budget and bylaws should be sent for publication in the May Issue of NIKE.

FEBRUARY

Communicator: send President's Message by deadline

EC meeting: discuss state representation (if any) for region meetings

Discuss Winter/Spring board meeting plans with meeting Chairs (as needed)

MARCH

NIKE: send President's Message by deadline – Mar 15th

Communicator: send President's Message by deadline

EC meeting at Winter/Spring Board: approve names of proposed Standing & Special Chairs submitted by President-Elect, review budget for presentation by Finance Chair

Meet with Annual Conference Chairs to finalize plans

APRIL

Communicator: send Presidents Message by deadline

Remind President Elect to distribute Local Chapter/Region Officer forms

MAY

Communicator: send President's Message by deadline (last one before Annual Conference)

Prep for Annual Conference

- Schedule
- Appoint 2 members to Nominating committee. (It has been the practice that the President select one name & the President-Elect select one name) Note: In addition to the 2 appointees, conference schedule will include the nomination of 3 members and 2 alternates from the floor.
- Speech
- Installation (coordinate with President-Elect and conference Chairs)
- Organizations and Presentations for reports
- Presentation of (fall) board information
- Check on credit card (coordinate with Treasurer for transfer if needed)

