

## Calendar ideas for President-Elect

### JUNE

Local chapter and Region Officer forms: distribute and encourage immediate return

Leadership Directory: Prepare or have forms sent to person updating directory

Region Director Meeting at Conference:

- 1) Confirm with President that a Region Director & Assistant Director's meeting is scheduled for the incoming directors
- 2) Urge Directors and Local Chapter Presidents to return officer forms
- 3) Discuss plans for state representation (person or electronic) at Region Meetings
- 4) As the Region Director coordinator, encourage communication between yourself and directors
- 5) Solicit ideas for programs/workshop to promote the job of the Region Director & Asst. Director

Post conference Board meeting:

Remind all Standing and Special committee chairs (except Nominating Committee) that, as the President-Elect is an ex-officio member (without a vote) of all committees (except Nominating committee), she should be copied on all correspondence and meeting reports.

### JULY

- 1) If not already started, begin selecting committee chairs (including credentials, election & installation chairs) and vice chairs, NIKE Editor, Parliamentarian, and historian for your term as President
- 2) Names of chairs (etc) should be presented to the EC for approval by May.
- 3) Event Chairs (Board meetings, Conference), however, should be approved by the EC by September so they can begin the process of organizing the board meetings and annual conference for the following year. Dates, locations and arrangements are approved by the EC with input from the President-Elect. Your Installation Chair, although not approved by EC, should also be chosen so they can start planning.

### AUGUST

Communicator: publish list of State reps (if any) for Region Meetings

Region Meetings: send announcements which, with input from President & EC, should include

- 1) Information you want Regions & Chapters to know, e.g., programs
- 2) Information from Conference and plans for (fall) board meeting including upcoming events and
- 3) Deadline for board members to submit board report

### SEPTEMBER

EC meeting: If not done yet, select Event chairs and obtain EC approval. Event chairs should then develop meeting budgets that will also be presented to the EC for approval.

## OCTOBER

Budget: Begin discussing budget requirements for your term with Finance chair. Follow-up meeting should be held in January

## NOVEMBER

Contact event chairs and discuss progress and open issues

## DECEMBER

## JANUARY

President's Purse: Send 1<sup>st</sup> notice to communicator

Follow-up Budget meeting:

- 1) Finance Chair should arrange a meeting with the finance chairs (current and next-year's if possible) and committee, Treasurer and President –Elect in January/February to finalize the next-year's budget.
- 2) Proposed budget will be presented at the winter/spring board meeting for board consideration and final member approval at Conference.
- 3) Proposed budget should be emailed by the Finance Chair to the EC prior to Winter/Spring board meeting.

## FEBRUARY

Region Meetings:

- 1) Coordinate State representation at Region meetings
- 2) Announcements for spring Region Meetings – should include proposed State Budget to be presented at (winter) board, proposed bylaw changes, updates and plans for Conference

## MARCH

President's Purse: Send 2<sup>nd</sup> notice to communicator

EC meeting at Winter/Spring board meeting:

- 1) Submit names for chairs and Nike Editor, historian, parliamentarian to EC for approval.
- 2) Discuss with EC (less President) if giving gift to out-going President.

## APRIL

Review plans for board meetings and Annual Conference with event chairs

Finalize plans for (fall) Board meeting, get EC approval of hotel contract and ask President to sign hotel contract.

Distribute Local chapter/Region Officer forms

## MAY

GLEF: tell Grace Legendre Endowment Fund President the names of your 5 board appointments (Note: the GLEF Annual Meeting is usually held the 1<sup>st</sup> weekend in May and the names of your appointees are usually appreciated by that time)

Prep for conference:

- 1) Installation ceremony (coordinate plans with your Installation chair, the Conference chair and President);
- 2) Speech which might include goals for the coming year
- 3) Discuss with Leadership Team their plans for committee & activities (they could present at post-conference board meeting)
- 4) Arrange for gift to out-going President from EC (decide when it will be presented)

For July Communicator – discuss your 1<sup>st</sup> edition with your Leadership Team

## JUNE

- 1) Prepare Post-conference board meeting agenda
- 2) Prepare Post-conference EC meeting agenda
- 3) Post conference board meeting > see President Calendar

