

Maine Chapter Annual Operating Calendar

Updated: Oct. 3, 2012

Deadline Date	Activity	Responsibility
July		
	Summer Planning Meeting (July or August)	Board
	Approve annual Budget (At Planning Meeting)	Board
30	Finalize Monthly Meeting Program Topics, and Speakers	2nd Vice President & Board
30	Finalize Meeting locations for year	1st Vice President and Board
August		
10	All material for September Newsletter to Webmaster and Editor	As appropriate
September		
15	All material for October Newsletter to Webmaster and Editor	As appropriate
October		
10	Determine if Chapter will hold Certification Program "Study Course", if so, identify instructors and course location.	Certification Chair
10	Identify Chapter Members who should be nominated for Region Distinguished Service Award and start Nomination Process	Board and ad hoc committee
10	Identify Chapter members, activities, teams, firms or organizations that should be nominated for Region Awards and start Nomination Process	Board and Awards Chair
15	All material for November Newsletter to Webmaster and Editor	As appropriate
25	Appoint Chair and Secretary of Ralph Knowlton Memorial Award Committee	President
November		
15	All material for December Newsletter to Webmaster and Editor	As appropriate
December		
10	Contact all appropriate organizations and request each organization nominate a member fro the Ralph Knowlton Memorial Award	Knowlton Award Committee Secretary
10	Submit Region Awards Nominations to Region Awards Chair (Deadline for receipt Dec. 15th)	Awards Chair
10	Submit nominations for Region Distinguished Service Award to Region Awards Chair (Deadline for receipt Dec. 15th)	Awards Chair
15	All material for January Newsletter to Webmaster and Editor	As appropriate
30	Advise Institute Director and Region President of any Chapter Members wishing to serve on Institute Committee or Task Team. Appropriate members submit electronic request	President Individual Chapter Members
January		
10	Identify any firm, organization, team, or individual Chapter Member who should be nominated for Institute Award and begin Nomination Process	Board
10	Begin preparation of Chapter "Outstanding Chapter Commendation"	Awards Chair
10	Identify any members who should be nominated for Institute Fellowship and appoint Committee to prepare nomination	Board
15	All material for February Newsletter to Webmaster and Editor	As appropriate
February		
10	Appoint Chapter Tellers Committee to receive and count Chapter Election Ballots	President
10	Nominating Committee report nominations at Chapter Meeting and request Nominations from the floor	Nominating Committee

	15 Chapter submits nomination for Ralph Knowlton Memorial Award	Awards Chair
	15 All material for March Newsletter to Webmaster and Editor	As appropriate
	20 Distribute Chapter election Ballots	Tellers Committee
March		
	15 All material for April Newsletter to Webmaster and Editor	As appropriate
	15 Send Ballot for Knowlton Award to Judging Committee	Knowlton Award Committee Chair
April		
	10 Report results of Chapter election to Board	Tellers Committee
	10 Submit Chapter Non-profit Corporation Report to State	Registered Agent
	15 Request recommendations for Chapter Awards from Chapter Membership	Awards Chair
	15 All material for May Newsletter to Webmaster and Editor	As appropriate
	20 Appoint Chapter Committee Chairs for coming year	Board-Elect
	30 Notify Institute, Institute Director and Region Secretary of coming year Chapter Officers and Committee Chairs	Secretary
	30 Post coming year's Officers, Directors and Committee Chairs names to Region website	Webmaster
May		
	1 Mail Institute Award Nominations to Institute (Check for Receipt Deadline)	Awards Chair
	1 Mail Fellowship Nominations to Institute (Check for Receipt Deadline)	Fellowship Nomination Chair
	10 Assure recipient of Knowlton Award will attend Awards Banquet	President
	10 Invite Barbara Knowlton to Awards Banquet	President
	10 Acquire Knowlton Award Plaque	Knowlton Award Committee Chair
	15 Chapter Committee Chairs submit following year Budget Requests	Committee Chairs
	15 All material for June Newsletter to Webmaster and Editor	As appropriate
	20 Identify Chapter Award recipients and prepare Award Certificates	Awards Chair
June		
	15 Chapter Committee Chairs submit Annual Reports	Committee Chairs
	30 Draft following year's Budget	Treasurer & Finance Committee