

## **President's Calendar of Events:**

### May

- Banquet: Preside over business portion of the meeting. Install new officers every other year. Announce COA and Kate Milner Raab Award winners and present membership milestone certificates (5 years, 10 years, 15 years, etc.).
- Get with Board to set Board planning meeting date in July, have Secretary include this date in June e-newsletter.

### June

- Attend NFPW Convention if possible. Take notes of NFPW Membership Meeting, keynotes and sessions to be reported at September member meeting. Talk with Treasurer about \$200 reimbursement as a delegate.
- Monthly communication with Board.

### July

- Preside over planning meeting. Seek volunteers to coordinate each meeting.
- Monthly communication with Board.

### August

- Monthly communication with Board

### September

- Preside over September meeting. Give report on NFPW Convention if attended.
- Check with High School and Professional communications contest chairs to make sure everything is in good shape for contests.
- Monthly communication with Board.

### October

- If applicable, check with Nov./Dec. meeting coordinator to make sure all is in good shape for fundraiser.
- Monthly communication with Board. Make sure Secretary includes contest announcements and Nov./Dec. meeting date reminder in e-newsletter (unless moved to Jan. or Feb.).

### November/December

- Preside over business portion of Nov./Dec. membership meeting prior to Education Fund fundraiser (if not moved to Jan. or Feb.).
- Call-out for COA nominations and nominating committee. Nominations due by Dec. 31. Check NFPW site for COA submission deadline.
- Every other year announce upcoming elections in March and call for Nominating Committee volunteers.
- Monthly communication with Board.

### January

- Verify with Treasurer that reports are completed and sent to IRS and Secretary of State to keep non-profit status of Education Fund, Inc.
- If no Vice President/Membership Coordinator, create Indiana Affiliate membership report from NFPW database to check for
- Check with COA and Elections nominating committee chairs (if applicable) for update.
- Check with Scholarship chair for update and to see if help is needed. Scholarship applications due in March.
- Check with March meeting coordinator for update and to see if help is needed.
- Call-out for Kate Milner Raab Award nominations. Winner to be decided by Board by March 31 but not announced until May banquet.

- If moved from Nov./Dec., preside over business portion of membership meeting prior to Education Fund fundraiser.
- Monthly communication with Board. Review bylaws for any proposed changes. Proposed changes to bylaws must be submitted to membership 30 days prior to March meeting and voted on at the March meeting.

#### February

- If moved from Nov./Dec., preside over business portion of membership meeting prior to Education Fund fundraiser.
- Check with COA and Elections nominating committee chairs (if applicable) for update.
- Check with Scholarship chair for update and to see if help is needed. Scholarship applications due in March.
- Check with March meeting coordinator for update and to see if any help is needed.
- Monthly communication with Board.

#### March

- Preside over business portion of March meeting. Vote on officers if applicable. Vote on proposed bylaw changes if applicable.
- Check with May banquet meeting coordinator for update and to see if help needed.
- Check with Scholarship chair for update and to see if help is needed. Scholarship applications due in March.
- Finalize Kate Milner Raab winner with the Board.
- Monthly communication with Board.

#### April

- Send 5-year member milestone list to Secretary.
- Confirm with Secretary what plaques she'll need to order for the banquet (COA, Kate Milner Raab, outgoing president)
- Check with May banquet meeting coordinator for update and to see if help needed.
- Monthly communication with Board.