

## Sample State Society Calendar Year Timeline:

### January:

Process renewals: Record each renewal and prepare deposit

Contact Conference Management Designee to assure that speaker assignments are in place.

Start the coordination of Scientific Session speaker contacts, room arrangements, lunch menus with the state society designee.

Send out board member email soliciting any issues that will be added to Annual Business Meeting Agenda.

Get any updates for Medicare from contacts.

### February:

Process renewals and memberships: Record each renewal and update directory list, prepare deposit.

### March:

Continue working on scientific session with secretary and state society representatives.

Email notice of Scientific Session to members and send a list of hotels and reservation instructions.

### April:

Email and fax notice of Annual Meeting to members.

Process RSVP's to Annual Business Meeting and Luncheon

Prepare Agenda for meeting

Prepare Executive Director's report to board of last year's activities.

Prepare budget, send to President for any changes and approval.

Call any members that did not renew and complete list for year with drops/ads.

Prepare new applications for presentation to board at annual business meeting.

May:

Prepare Agenda, Financial Report and Budget for Annual Business Meeting.

Process RSVP for luncheon and meeting and get numbers to state society Catering Rep. two weeks prior to meeting.

Attend Annual Business Meeting, present report to board, record minutes of meeting.

File Appropriate Forms to IRS by May 15<sup>th</sup>.

June:

Handle any tasks given by board and report back to board as an update.

Contact each resident program to inform about next year's new projects.

July: Summer Newsletter if officers send in their material.

August:

Email board members to see if they wish to call a meeting at the State Society Fall Conference in September.

Arrange meeting rooms with state society coordinator.

Send notice out to members regarding meeting at Fall Conference.

Setup Lunch and RSVP one week prior to meeting.

September:

Prepare Agenda, Financial Report for meeting

Take minutes

October:

Prepare a newsletter of hot topics and meeting details to send to membership via email.

November:

Start prep for scientific session with board members. Do any of the contacting with speaker candidates for board members.

Prepare a list of potential recruits for mailing out for membership drive.

December:

Prepare and mail out renewals to members.

Prepare year end financial reports