

North Dakota Chapter Working Calendar

Month	Activities	Responsibility
January	prepare Annual Chapter Report	President Elect
	File IRS 990	Treasurer
	Executive Council Meeting - Bismarck	Executive board, committee
	scholarships Due/Recipient submitted to board	Scholarship chair - When active
	Current	President
	Finalize Current Calendar of Activities	Executive board
February	Next Annual	2nd year Council Representative
	Chapter business meeting	Executive board
	Follow-up of Annual conference	Executive board, & Annual Conference Committee
	New Officers submitted to national office	Secretary
	Submit Annual Report	President Elect
	Submit Chapter Awards	President Elect
March	Executive Board Meeting or Teleconference	Executive Board
	Finalize plan for chapter membership recruitment/retention strategy	Membership chair
	Prepare Newsletter Articles for April newsletter	Newsletter Editor
	Attend Chapter Development Workshop	Executive Board
	Prepare Educational Workshops	Education Committee
April	Publish Newsletter	Newsletter Editor
	Budget Review	Executive Committee
	Chapter policies - Review and update	Executive Board
	Executive Board Meeting or Teleconference	Executive Board
	Solicit Nominations for Chapter and National Awards via Newsletter	Awards Committee
May	Participate in the ND Envirothon	Education Committee Chair
	Executive Board Meeting or Teleconference	Executive Board
	Committee Reports due to President	All Committees

June		
	Executive Board Meeting	Executive Board
	Fund Raising committee report to executive board	Fund Raising Committee Chair
	Review Board of Directors Responsibilities	Executive Board
July	Executive Board Meeting or Teleconference	Executive Board
	Prepare news articles for August newsletter	Newsletter Editor
	Annual Conference teleconference	Planning Committee, Executive Board
August	Publish Newsletter	Newsletter Editor
	Executive Board Meeting or Teleconference	Executive Board
	Attend National Meeting	Chapter Delegates
	Solicit Nominations for Chapter and National Awards via Newsletter	Awards Committee
September	Executive Board Meeting or Teleconference	Executive Board
October	Executive Board Meeting or Teleconference	Executive Board
	Consider nominations for chapter member and national awards	Awards Committee
	Prepare scholarship applications	Scholarship Committee - When Active
November	Executive Board Meeting	Executive Board
	Review and update budget for Final Annual Report	Executive Board
	Long-range plan review and update	Executive Board
	Scholarship applications out to colleges/members	Scholarship chair - When Active
	Review and approve nominations for chapter/national awards	Executive Board - Presented by Awards Committee
	Election nominations out to members	President, Newsletter Editor
	Prepare newsletter article for December Newsletter	Executive Board
December	Award Nominations sent to Ankeny	Awards Committee
	Annual Meeting	All Members
	New Officers elected	All Members
	Finalize next year Calendar of Activities	Executive Board
	Publish newsletter with election ballot	Newsletter Editor
January	Current Year Annual report Prepared	President Elect