

MONTH	DAY DUE	ACTION ITEM
JULY		
	1	Start of the New Fiscal Year
	1	Discipline Managers submit Education College topics
	1	Communications VP submits Ed College ad and promotional materials for The Edge and Website
	15	Publication drop date for The Edge (SUMMER issue - Season Recap)
	15	Web Post - Spring/Summer BOD Meeting Recap
AUGUST		
	20	Discipline Calendars & Program Content Updates are sent to IT Manager by Discipline Managers (IT Operations fixed date)
	31	Discipline Event & Program Update Deadline
SEPTEMBER		
OCTOBER		
	1	Discipline Managers submit articles for the The Edge and communicate with Communications VP on content
	1	Discipline Managers submit Education College topics
	1	Communications VP submits Ed College ad and promotional materials for The Edge and Website
	20	Publication drop date for The Edge (FALL issue - Ed College & Hiring Issue)
NOVEMBER		
	1	Discipline staffing process begins using current event calendar
	1	Training dates set
	11	1st Scholarship Deadline
	Two weeks prior to Nov. meeting	All reports & proposals for BOD Meeting submitted to Office
	By BOD Meeting	Contract signed with the resort/location of the season's Spring Clinic
	2nd Weekend	Fall BOD Meeting
	30	Web Post - Fall BOD Meeting Recap
	30	Discipline Managers complete ed staffing schedule & send to their respective teams
DECEMBER		
	2nd Weekend	ED COLLEGE (and alternate General Membership meeting)
JANUARY		
	3rd week	Optional BOD Meeting or Conference Call
	31	2nd Scholarship Deadline
	5	Discipline Managers submit articles for the The Edge and communicate with Communication VP on content
	5	Communications VP submits Spring Clinic ad and promotional materials for The Edge and Website
	5	Discipline Managers submit Spring Clinic topics
	5	BOD election info must be in WINTER issue
	20	Publication drop date - The Edge WINTER Issue - Spring Clinic, Election Call & Season Updates Issue

MONTH	DAY DUE	ACTION ITEM
FEBRUARY		
	15	BOD nominations due in Division Office
	28	BOD election ballots to membership
MARCH		
	15	BOD election closes at end of business day
	31	Web Post - BOD Election Results
APRIL		
	1	Initiate next season's Spring Clinic location plan by Communications VP
	TBD	SPRING CLINIC
	At Spring Clinic	General Membership Meeting (if not held at Ed College)
MAY		
	By 31	Discipline Meltdown Events
	By 31	Discipline Managers send preliminary budget requests to Admin VP
	By 31	Discipline Managers meet with Admin VP to discuss budget numbers
JUNE		
	1	Submit any outstanding compensation prior to completion of Fiscal Year
	2 weeks prior to BOD Meeting	All reports & proposals for BOD Meeting submitted to Office
	1 week prior to BOD Meeting	Complete annual Stratcom reports - Financials, membership, cert event & marketing
	3rd Weekend	Spring/Summer BOD meeting
	30	Fiscal Year ends; Accounting books closed
NOTES:		