

# President's Yearly Calendar

## **January**

- Obtain updated membership roster from Membership. Prepare email list for mailings throughout the year.
- Contact Shepherd of the Sierras with meeting and workshop schedule for the upcoming year
- Send updated list of officers to Secretary of State
- Once membership is finalized, contact web master to update Password. Send email to Membership with updated PW.
- Budget requests due to Treasurer by January 15th
- Review web site for needed changes
- January General Meeting
  - o Past President – hand off gavel to New President at January General meeting. Present thank-you gifts to past Board (if not done in December).
  - o New President – present thank-you gift to Past President at January General meeting
  - o Unveil new Opportunity Quilt
- Submit President's budget to Treasurer
- January Board Meeting
  - o Budget review and approval by Board

## **February**

- February General Meeting
  - o Budget presented to the membership for approval
- February Board Meeting
  - o Never too soon to start coordinating a gift basket from the Board for the quilt show if Board wants to do one

## **March**

- Deadline by which updated roster must be available by paper or electronic format to membership
- In odd numbered years, coordinate committee to review guild By-laws and Policies and Procedures. Set up schedule for review of draft and vote by membership. Ensure updated By-laws/P&P are posted to the appropriate section in the guild web site.
- Membership votes to accept Budget

## **April**

- Review web site for needed changes
- Tax return due
- Present By Laws and Policy and Procedure changes to Membership

## **May**

- Membership votes on new By Laws and Policy and Procedures

## **June**

- No Board meeting in June

## **July**

- Review web site for needed changes
- No General meeting in July

## **August**

- Make sure Nominating Committee is formed by required September deadline
- Send report(s) on raffle(s) conducted between September 1 and August 31. Deadline is Sept. 1.

## **September**

- September 1:
  - o Deadline by which annual registration for raffle(s) to be conducted between September 1 and August 31 of coming year must be submitted to Department of Justice
  - o Deadline by which report(s) on raffle(s) conducted between September 1 and August 31 of previous period must be submitted to Department of Justice
- Nominating committee must be formed by September

## **October**

- Slate of officers for upcoming year presented to the Board by Nominating committee
- Review web site for needed changes
- Challenge unveiling
- Prepare Message from President for Quilt Show program

## **November**

- November General meeting
  - o Slate of officers for upcoming year presented to membership at General meeting. Nominations from the floor accepted.
  - o Need to make sure membership careful of voting booths in narthex (if schedule has voting day after guild meeting at the church)
- Slate of officers sent to newsletter to be published in November newsletter
- November Board meeting
  - o Final numbers for Quilt show?

## **December (Board meeting conducted by next year's president)**

- Schedule audit of Treasurer's books

- Prepare calendar of General and Board meetings for upcoming year
- Request report from Membership that shows final accounting of New, Renewing and Dropped members for December Board meeting
- Coordinate with Treasurer to have new signature cards signed for bank account
- Make updates as necessary to President's Responsibilities and President's Calendar in preparation for transitioning to new President
- December General Meeting
  - o Election of officers and presentation of committee chairs for upcoming year
  - o Annual Christmas party
  - o Present gifts to Board members at December General meeting (or wait until January)
  - o Quilt show awards presented
  - o Opportunity Quilt raffle
  - o Deadline by which Membership dues for renewing members must be received