

## MCTMN Business Calendar

Date	Chapter Business Event	Responsible
within month of January	New officers take office	
January	Initial training supplies, equipment, curriculum ready for new class	Initial Training Director
immediately after Jan 1	Dues owed/payable reminder and reminder to update VMS profile	Membership
2 <sup>nd</sup> Saturday January	Board of Directors Meeting; prior-year reports due from all directors	Board
Not later than Jan 10	Determine makeup of new training class. Notify applicants by email & request acknowledgement. Notify Treasurer to refund fees of applicants not selected & offer to place on waiting list	Membership
45 days after Dec 31	Annual report, chapter contacts, P&P manual, any other requested information due at State	State will use VMS to generate
January	Remind last year's uncertified trainees of deadline to certify	Initial Training/Membership
5 days before 1 <sup>st</sup> class	Close new training class, class list to Initial Trng IT Director accesses apps on Wufoo	Membership
Saturday in February	First Initial Training Day and chapter potluck	IT Director, board, and members
2 <sup>nd</sup> Saturday February	Chapter meeting	V-P with AT & Projects Director
Mar 31	Final date to pay Chapter dues	Members
Apr 1	Notification to President & hourskeeper of failure to pay dues after third reminder	Treasurer
Apr 2	Unpaid Dues Suspension letters sent by email & then by USPS	President
2 <sup>nd</sup> Saturday April	Board of Directors Meeting	Board
Apr 15	Order badges for trainees who are likely to graduate	Hourskeeper
2 <sup>nd</sup> Saturday May	Chapter meeting	V-P with AT & Projects Director
Prior to current-year graduation	Notification to Membership & President of last year's trainees likely to fail to complete certification	Initial Training Director
Within 5 days after July 1	2nd-Qtr Volunteer Service Hours Reports (Apr-Jun) due to Board	Hourskeeper
2 <sup>nd</sup> Saturday July	Initial Training cost analysis & fee change recommendations due	Initial Training Director
2 <sup>nd</sup> Saturday July	Board of Directors Meeting	Board
2 <sup>nd</sup> Saturday August	Chapter meeting	V-P with AT & Projects Director
September 1	After Board sets the IT cost, notify applicants by email and request payment directly to the Treasurer by October 1 <sup>st</sup>	Membership
October 1	Application fee paid to Treasurer	Applicants for following year
Within 5 days after Oct 1	3rd-Qtr Volunteer Service Hours Report (Jul-Sept) due to Board	Hourskeeper
When class is full	Close recruiting when class is full. Notify applicants by email with request for acknowledgement	Membership
45 days prior to election	Nominating committee formed by Past President	appointed by President
prior to last Board meeting of the year	P&P review committee formed. Recommended revisions sent to the Board of Directors	3-member committee appointed by President/approved by Board
2 <sup>nd</sup> Saturday October	Policies & Procedures review due at Board meeting	P&P Review Committee Chair
prior to last Board meeting of the year	Fiscal year financial review by committee appointed by Pres	P as chair, class rep, one other member, Treasurer
2 <sup>nd</sup> Saturday October	Board of Directors Meeting	Board
15 days prior to election	List of officer candidates to membership	Nominating Committee Chair
2 <sup>nd</sup> Saturday November	Chapter Annual Meeting, Election & Potluck	V-P with AT & Projects Director
Dec 15	Initial Training schedule due for following year	Initial Training Director
When initial training is set	Inform last year's trainees dates of training sessions they missed	Initial Training Director

### Potential Notification Issues:

- 30 days prior to any general membership meeting at which a change in dues will be addressed
- 15 days prior to any vote for Bylaw changes, removal of an elected officer
- 10 days prior to other votes—Proposed P&P changes, Dissolution of the Chapter
- Note: Additional notification issues may exist for individual officers and directors