



## Calendar of Due Dates

### Monthly:

- Submit Treasurers Report and Secretary Report to National

### October

- **(10/1)** Michigan Annual Report due to the State of Michigan (LARA)
- **(10/1)** Chapter budget for upcoming fiscal year due to National
- Send full Board Member list to National including headshot and contact information
- Send annual meeting minutes and treasurer report to National
- Prepare program topics and speakers for upcoming year

### November

- Submit monthly speaker, title, description, and photo to National. Submit as much info (send what you have do not wait to have everything) as soon as possible – additions/changes can be made as needed.
- **(11/30)** Audit due to National Treasurer (failure to comply may result in fine)

### December

- **(12/31)** Chapters must maintain minimum member count (15 members).
- **(12/31)** Any member not renewed by 12/31 will be considered a new member

### February

- Submit Harriette Pincumbe Scholarship information to post on website (Lansing Chapter)
- Send ideas to National for annual membership drive

### May

- **(5/15)** Provide and promote Woman of the Year applications
- Feature membership drive, commence discounted membership rate (16 months membership for the 12-month rate)
- Select board of directors nominating committee (if using)

### July

- **(7/15)** Woman of the Year nominations due to Chapter
- Send membership renewal invoice and application to current roster
- Plan Annual Meeting to be held in September
- Plan slate of board members to be nominated

### August

- Send notice of Annual meeting to members
- Select Woman of the Year, invite guests on her behalf to next meeting, order gift, send application to National for consideration as NACW Woman of the Year.
- Prepare Chapter Budget to present at Annual Meeting

### September

- **(9/30)** President selects auditor to review annual financial statements
- Hold Annual meeting, see Policies & Procedures Manual for details. Submit documents to National
- Bi-annually—plan to have headshots taken at Annual Meeting (National to assist)