

# Operations Calendar of CA-AFCS

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Responsibilities</b>
<b>June</b>			
1	Treasurer		Fiscal Year June 1 to May 31
15	Treasurer	Internal Auditor	Internal audit of financial reports
15	District & EEF Scholarship Chairs	President	Additions/Rev of Scholarships
End of June	CA-AFCS Senators,		Attend AAFCS Senate meeting
30	CA-AFCS Senators	<i>Contempo</i> Editor	Summary of National Meeting
<b>July</b>			
1	District Treasurers	State Treasurer	Financial Report Due
1	EEF Treasurer	State Treasurer	Financial Report Due
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
15	President	AAFCS	Send annual report
15	Outgoing officers	Incoming officers	Transfer files
15	<i>Contempo</i> Editor		<i>Contempo</i> #1
<b>August</b>			
1	President	Executive Committee District Presidents EEF Chair	Request for items for September Executive Committee & Board of Directors meeting
1	Vice Presidents	President	Plan for year items for September Executive Committee & Board Of Directors Meeting
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
10	Executive Committee District Presidents EEF Chair	President	Send agenda items for September Executive Committee & Board of Directors meeting
15	President	Executive Committee, Board of Directors, District Presidents, Requested EEF Chair, Committee Chairs, Past Presidents, <i>Contempo</i> Editor, Student Rep.	Send letter and packet of call for September meetings
<b>September</b>			
1	Nominating Chair	District Presidents	Request nominations for CA-AFCS Officers
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
About 3rd weekend meeting	Executive Committee,  Board of Directors, District Presidents,	<i>Contempo</i> Editor	Attend September BOD  and bring articles for <i>Contempo</i>

		Requested EEF Chair, Committee Chairs, Past Presidents, <i>Contempo</i> Editor, Student Rep.	
About 3rd Weekend	Secretary		Give membership report Take minutes of meetings
About 3rd Weekend	Awards & Scholarship Chairs	Board of Directors & <i>Contempo</i> Editor	Handout information at September BOD meeting & prepare article
<b>October</b>			
1	Scholarship Chair	EEF Treasurer	Pay scholarship recipient stipends as enrollment is confirmed
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
1	Secretary	Readers of minutes	Send draft of minutes for September BOD Meeting.
1	Treasurer	Life Members	Dues notices for State dues
15	Readers of minutes	Secretary	Send edited & signed copies of minutes
15	Treasurer	Tax agencies	File tax forms for the year or have filed extension request with IRS
15	<i>Contempo</i> Editor		<i>Contempo</i> #2
20	Secretary	Board of Directors	Revise and e-mail minutes of September BOD Meeting
<b>November</b>			
1	District Presidents	Awards Chair	Names & bio information of candidates for state awards & recognition
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
1	President/President- elect		Make site arrangements for Senate in March
30	State Treasurer	District Treasurers	Pay semi-annual dues to districts
<b>December</b>			
<b>January</b>			
1	District Presidents	Awards Chair	Nominations for Teacher of the Year
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
1	Awards Chair	AAFCS	Nominations for Nat'l Awards
1	Awards Chair	District Presidents	Nominations for Teacher of the Year (due 2/1)
1	EEF Chair	<i>Contempo</i> Editor	Send grant proposal forms
15	Nominating Chair	<i>Contempo</i> Editor	Ballot information & bio sketch
15	Executive Com., District Presidents, EEF Chair Interested Members, Student Rep	<i>Contempo</i> Editor	<i>Contempo</i> articles due
15	EEF Scholarship Chair		Review scholarship applications

**February**

1	<i>Contempo</i> Editor		<i>Contempo</i> #3
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
1	Awards Chair	State President	Names & bio information of candidates for state awards & recognition
1	President	Executive Committee District Presidents EEF Chair Student Rep.	Request for items for March Executive Committee & Board of Directors meeting (due 3/1) Request for annual reports Rec. for AAFCS officers Review of strategic plan
15	Awards Chair	Awards & Recognition Recipients	Invitations to receive awards
15	Executive Committee District Presidents EEF Chair	President	Send agenda items for March meeting
15	EEF Treasurer	Scholarship Recipients	Send stipends to recipients
15	EEF Chair	District Presidents Interested Persons	Send grant proposal forms

**March**

1	Awards Chair	AAFCS	Teacher of the Year Nominations
1	EEF Scholarship Chair	Scholarship Recipients	Invitation to receive awards
1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
About 3 Weekend	Nominating Committee	<i>Contempo</i> Editor President	Election results article
About 3rd Weekend	EEF Scholarship Chair & Grant Awards Chair	<i>Contempo</i> Editor	Names, photos & articles concerning recipients
About 3rd Weekend	Awards & Scholarship Chairs	Board of Directors & <i>Contempo</i> Editor	Handout information at March BOD meeting & prepare article
About 3rd weekend	Executive Committee Board of Directors Districts Presidents Requested EEF Chair, Committee Chairs, Past Presidents, <i>Contempo</i> Editor, Student Rep	<i>Contempo</i> Editor	Attend Spring BOD meeting and bring articles for <i>Contempo</i>
About 3rd Weekend	Secretary		Give membership report Take minutes of meetings
About 3 <sup>rd</sup> Weekend	Awards & Scholarship	<i>Contempo</i> Editor	Deadline reminder article

**April**

1	Secretary	Readers of minutes	Send draft of minutes for March BOD Meeting.
1	Secretary	AAFCS	Names of Senators to AAFCS

	1	President Elect/ President		Make arrangements for Fall BOD Meeting
	1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
	15	Readers of minutes	Secretary	Send edited & signed copies of minutes
	15	President	AAFCS	Recommendations for AAFCS Officers
	15	EEF Chair	EEF Board Members	Annual Meeting information
	20	Secretary	Board of Directors	Revise and e-mail minutes of March BOD meeting
	30	Treasurer	District Treasurers	Pay semi-annual dues to districts
	30	Treasurer	District Treasurers EEF Treasurer	Request for Financial Reports
<b>May</b>				
	1	<i>Contempo</i> Editor		<i>Contempo</i> #4
	1	Secretary	District Membership Chairs or designees	Send update of membership and request follow-up for non-renewals and welcome new members
	by 15	EEF Board		Hold annual meeting to review grants & financial reports
	15	State Officers, District Presidents, EEF Chair, Student Rep, Interested Members	<i>Contempo</i> Editor	<i>Contempo</i> articles due

**Revised: Board of Directors Meeting, February 2007**