



### **Schedule of Regional & Chapter Events/Tasks**

This is a general guideline of events and tasks for chapters and regions. Some tasks may be moved to different time slots depending on the specific nature of the chapter/region operations.

#### **September/October**

- Incoming president defines annual initiatives based on region/international plans and chapter goals
- President appoints committees- if applicable
- Develop & distribute electronic newsletter- quarterly
- Solicit annual sponsors & exhibitors for support of spring event
- Create annual budget- Treasurer
- Select local, state and regional SchoolsNEXT juries- check with regional or chapter representative for SchoolsNEXT
- Develop & distribute call for speakers for regional/chapter conference for following year- work with Member Care Manager (MCM) at HQ

#### **November/January/February**

- Open electronic conference registration for spring event- MCM
- Promote conference sessions and events, including awards- MCM
- Monitor progress of conference committees and securing logistics
- Host nonconference-related event to kick-off new year, such as an electronic seminar and/or dinner meeting/happy hour
- SchoolsNEXT team projects, narratives, videos and PPTs completed
- Develop & distribute electronic newsletter, promoting the regional conference
- Begin site selection for the next year's conference-MCM / Committee
- Finalize conference logistics-MCM
- SchoolsNEXT local juries convene
- SchoolsNEXT state and regional juries convene via electronic medium
- SchoolsNEXT national jury site
- Begin process to identify & select members for regional awards

#### **March/April**

- Host spring conference/event
- Host winning regional SchoolsNEXT team at regional conference
- Nomination and election of open officer positions
- Select & announce award winners
- Develop & distribute electronic newsletter
- Begin process to identify & select members for international awards
- Process scholarships if applicable
- Secure next 2 year's conference site

#### **May/June**

- Conference committees meet and begin reviewing the previous event and work on next year's event (regional conference 2 yrs out)
  - Content—Sessions/Speakers

- Exhibitor/Sponsor
- Awards Committee
- Local arrangements
- Logistics
- Select conference session topics & keynote address
- Establish regional conference rates, schedule, awards, special events
- Open electronic conference registration for next year
- Along with your staff Member Care Manager, begin process for call for officer nominations and election process according to region/chapter bylaws.

**July/August/September**

- Along with your staff Member Care Manager, begin process for call for officer nominations and election process according to region/chapter bylaws.
- Host non-conference related event
- Promote international annual conference to local members
- Select members for international recognition and awards
- Develop & distribute electronic newsletter
- Invite members to participate as mentors with local SchoolsNEXT