

SUNYFAP MASTER CALENDAR

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January

Treasurer requests budgets from all committee chairs by the 15th.

All committees prepare and submit annual budgets to treasurer for all expenditures with supporting documentation by the 15th.

Conference (steering) committee proposes tentative conference budget by the 15th.

Conference (steering) committee sets conference site and dates for the next year by the 15th.

Conference (vendor) committee mails sponsorship and exhibit contracts.

Scholarship and Awards committee will set deadline for submitting professional development grant applications by February 1st.

Scholarship and Awards committee will solicit nominations for the Bill Troy Service Award and SUNYFAP Service Awards by February 1st.

Scholarship and Awards committee submits student scholarship brochure/application and rating scale to Executive Council for approval by February 1st.

February

The past president will arrange for and conduct new council member and committee chair training in conjunction with the next scheduled board meeting.

Budget committee and treasurer review all expenditure requests and income projections.

Professional Development and Training committee selects training dates by March 1st.

Conference (steering) committee sets conference theme for next year's Conference by March 1st.

Scholarship and Awards committee will distribute professional development grant application to each active member by March 1st.

Scholarship and Awards committee chair reports activity of previous year's professional grant recipients to Executive Council by March 1st.

President puts forth names to the Executive Council for certificates of appreciation and presidential citations by March 1st.

Committee chairs turn in written annual reports.

The Scholarship and Awards committee will distribute Student Scholarship applications to active members by the first week of March.

March

Conduct the spring directors meeting.

Contact the NYSFAAA conference program committee to arrange the SUNY sector meeting.

Treasurer presents proposed budget to Executive Council.

Executive Council reviews, amends and approves line-item budget one month before annual business meeting.

April

Treasurer on behalf of the Executive Council presents budget and year to date budget to the membership at annual meeting.

President appoints new committee chairs prior to the May Executive Council meeting.

President gives annual report to the membership at annual meeting.

Membership committee chair passes membership database to new chair by May 1st.

May

Close of fiscal year on the 30th.

Conference (steering) committee submits conference report to Executive Council at first meeting after conference.

President names Parliamentarian to Executive Council.

Membership committee prepares annual membership solicitation process designed to maximize renewal memberships and attract new members.

Treasurer assures all members of Executive Council and committee chairs are active members of SUNYFAP, Inc.

SUNYFAP. They will utilize the policy and procedures manual to determine whether associate members may serve.

Community College Members at Large arrange for June community college sector meetings.

June

Publish directory of SUNY professional personnel and mail to all active and associate members employed by SUNY by July 1st.

Conference committee plans meal and break selection and room prices for next conference by July 1st.

Conference (steering) committee proposes conference registration and vendor fees for next conference to the Executive Council.

July

Executive Council sets annual conference registration and vendor fees.

Conference committee chair prepares conference report for first newsletter.

Treasurer prepares year-end budget report for first newsletter.

August

Scholarships and Awards committee submits training grant application to Executive Council for approval by September 1st.

September

Community College Members at Large arrange for fall community college sector meetings.

Nominations and Elections committee solicits nominations by October 1st.

Budget response plan by September Executive Council meeting.

October

Nominations and Elections committee carries out elections by November 1st.

Treasurer and Audit committee will begin for prior year audit process by the 15th.

Executive Council will set annual dues for the next fiscal year by November 1st.

Scholarship and Awards committee submits professional development grant packet to the Executive Council for approval by November 1st.

November

If an election run off is required, it must take place within five business days of the date that ballots were due.

Conduct fall directors meeting.

Conference committee plans sessions with speaker schedules by December.

Conference committee prepares tentative program for vendor committee by December.

Conference (entertainment) committee plans all ancillary business and social activities by December.

December

Conference (vendor) committee mails tickler letters to vendors.

Treasurer will present audit report to the Executive Council by January 1st.

Treasurer will request budgets from committee chairs.

Attachment A
2/10/06