

NeASFAA Board of Directors and Committee Timeline

NeASFAA Board of Directors and Committees included in the timeline: Corporate Development, Finance and Audit, Membership Connection, Nominations and Elections, President, President Elect, Professional Development and Recognition (PDRC), Secretary and Treasurer.

January

Corporate Development: Research and recommend recipient for the Philanthropy Project for the Spring Conference

Finance & Audit: Solicit budget requests from NeASFAA Board of Directors and Committee chairs

Membership Connection: Upload approved BOD meeting minutes to website
Committee reviews website for any necessary updates

President: Prepare for the Winter Board Meeting
Have President Elect-Elect & Treasurer Elect sign up for the NASFAA Leadership Conference

Professional Development and Recognition (PDRC): (January/February) Attend winter Board of Directors meeting as set by the NeASFAA President.

If available, present 1 year advance Spring Conference contract to the Board of Directors
Conduct PDRC planning meeting on site of the current year's Spring Conference. During this meeting, try to iron out all logistical details with the hotel. These items would include: menu, meeting room space, technology, sleeping room block and comps for booked rooms.
Program, speakers and entertainment is also worked on during this meeting.

Secretary: One week prior to each board meeting: Email copy of previous meeting's minutes to the board members. This will give them time to review for any changes they will present at the board meeting when minutes are approved.

Within two weeks after each board meeting: Email PDF of board meeting minutes to communication committee chair. Include in the one PDF document, minutes and copies of board reports.

NeASFAA Board of Directors and Committee Timeline

February

Corporate Development: Remind associate members to register for the Spring Conference

Finance & Audit: Completed budget requests due back to committee

Membership Connection: SOCS will post information about their Spring User Group in late January or Early February. Spring User Group is usually mid-March. If you plan to attend, don't wait to register the trainings fill up fast!
Committee reviews website for any necessary updates

President: Spring Conference Site Visit with PDRC.
Select Distinguished Service Award

President Elect: Spring Conference Site Visit with PDRC

Professional Development and Recognition (PDRC): (February/March) Registration should be live for Spring Conference no later than 1 month prior to the date of the event. 6 weeks is ideal. If possible post agenda 1 month out as well.
If possible post all presentations 1-2 weeks in advance of the conference.
Make sure to update the listserve/website with details so membership is aware of training and resources available.
Keep in contact with the meeting location on food counts and room block.
Book rooms on a NeASFAA account for guest speakers. Follow up on any travel needs. (Guest speakers would include RNASFAA delegate, keynote speakers, NASFAA guests/trainers and ED trainers.)
Follow the P and P for whose room NeASFAA covers.
ED cannot pay to attend the conference, but they do cover their own travel expenses.
Work with Corporate Development on vendor space, recognition and philanthropy project.
Contact Awards Committee Chair to determine timing of awards and needs for awards banquet.

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March

Corporate Development: Remind prospective associate members that they must be a member if they wish to exhibit at the Spring Conference.

Begin campaign to solicit support for the Philanthropy Project recipient.

Work with the Professional Development Committee to make sure exhibitors have information on where to send booth materials, set-up, etc...

Finance & Audit: prepare NeASFAA annual budget

Membership Connection: Provide member information to appropriate committees such as Professional Development and Recognition.

Committee reviews website for any necessary updates.

President: RNASFAA Winter Board Meeting

President Elect: NASFAA Leadership Conference

Professional Development and Recognition (PDRC): (March/April Depending on timing requests from the hotel/conference center, take down registration, close room block and compile food counts.

Find out from the hotel how many rooms were picked up in the room block—this will usually determine how many ‘compted’ rooms NeASFAA will receive.

Develop evaluation process.

Create nametags, registration materials (if not posted on the web) and thank you’s for guest speakers.

Work with Awards Committee Chair and Membership Chair to relay (from registration list) how many first time attendees will be attending the conference.

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April

Corporate Development: Provide materials to recognize associate members at Spring Conference

Membership Connection: Update BOD and Committee information on NeASFAA website
Upload new pictures from spring conference to Facebook and website
Upload approved BOD meeting minutes to website
Add updated volunteer form to website
Update forms such as expense form, request for membership and volunteer form if contact person has changed
Committee reviews website for any necessary updates

Nominations & Elections: Begin to consider who you want to run for Offices

President: Prepare for Spring Board and Association Meetings
Spring Conference

President Elect: Set up Committees and Vice Chairs
Begin to consider who you want to run for Offices
Begin considering your agenda for your Presidential year – What you want to accomplish

Professional Development and Recognition (PDRC): Attend both Board of Directors meetings at the spring conference
Assume Chair (or Co-Chair) position at the end of the spring conference
Gather and review conference evaluations
Store banner and lanyards for the next NeASFAA Event

Secretary: One week prior to each board meeting: Email copy of previous meeting's minutes to the board members. This will give them time to review for any changes they will present at the board meeting when minutes are approved.
Within two weeks after each board meeting: Email PDF of board meeting minutes to communication committee chair. Include in the one PDF document, minutes and copies of board reports.

Treasurer: Nonprofit Corporation Biennial Reports are due in the **odd numbered years**. (As of March 2014, the next reporting period is 2015-2016). Domestic Change of Registered Agent and/or Office form must be completed when the registered agent changes. Currently, the Treasurer is listed as the Registered Agent, so anytime a new Treasurer is installed, this form must be completed.
SOCS license fee due (they send us an invoice)

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May

Membership Connection: Update “NeASFAA notable: History & Awards” with conference award winners (Award Committee Chair can provide this information)
Committee reviews website for any necessary updates

Professional Development and Recognition (PDRC): Write a short summary for posting on RMASFAA Blog and the NeASFAA website. I included photos of the conference, location, dates, attendees, keynote speakers, award winners and retirees.

Send out any presentations from the conference that was requested to the listserve or post to the website.

With the help of the President and President-Elect, put together your committee based on volunteers.

June

Corporate Development: send out membership invoices to current associate members.
Send out an email to prospective members, showing the benefits of NeASFAA membership

Membership Connection: Initial Membership Statements sent to all NeASFAA members by June 1.

Committee reviews website for any necessary updates

President: Prepare for Summer Board Meeting

Professional Development and Recognition (PDRC): (June/July) Attend summer Board of Directors meeting as set by the NeASFAA President.

Prepare report for meeting with information about the conference and any other details the board needs to be aware of.

Gather feedback for locations and dates of Support Staff Workshop and determine if Fall Training is needed.

Visit with NeASFAA President to determine goals for training for the year. Also gather feedback and ideas for training topics, trainers and locations.

Secretary: One week prior to each board meeting: Email copy of previous meeting’s minutes to the board members. This will give them time to review for any changes they will present at the board meeting when minutes are approved.

Within two weeks after each board meeting: Email PDF of board meeting minutes to communication committee chair. Include in the one PDF document, minutes and copies of board reports.

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July

Finance & Audit: Conduct annual audit

Membership Connection: Upload approved BOD meeting minutes to website
Second statements sent to NeASFAA members that did not respond to the initial statement by July 15
Committee reviews website for any necessary updates

President: Attend NASFAA Conference

Professional Development and Recognition (PDRC): (July/August) Conduct PDRC planning meeting. Typically the following is set in motion during this meeting: Goals for the year, theme for the year, Support Professionals' Workshop details, Fall Training details (if applicable) and an outline for Spring Conference.

Extend invitation to Spring Conference Keynote speakers as soon as possible to get on their calendar.

Be mindful of NASFAA's training deadlines should you wish to invite NASFAA to the Spring Conference.

Treasurer: Annual Liability Policy due (we get a bill from The Hartford sometime in June).

August

Finance & Audit: Audit summary due to NeASFAA Board of Directors

Membership Connection: SOCS will post information about their Fall User Group in late August or Early September. Fall User Group is usually mid-October. If you plan to attend, don't wait to register the trainings fill up fast!

Committee reviews website for any necessary updates

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September

Corporate Development: contact associate members who have not paid membership for the current year

Finance & Audit: Committee Meeting

Membership Connection: Third statements sent to those not responding to the first two statements by September 1

Update the Membership Directory with changed received during membership renewal process
Add new NeASFAA members to the list serve once the Membership Directory has been updated
Committee reviews website for any necessary updates

Professional Development and Recognition (PDRC): (September/October) Attend fall Board of Directors meeting as set by the NeASFAA President.

Continue to fine tune details for Support Professionals' Workshop and Fall Training (if applicable). Secure location, speakers and technology.

Registration should be live for both events no later than 1 month prior to the date of the event. Also, if possible post agenda 1 month out as well.

If possible post all presentations 1 week in advance of the training dates.

Be sure to update the listserve/website with details so membership is aware of training and resources available.

Work with training locations on menu, food counts, logistics and technology needs.

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October

Membership Connection: Work with SOCS and PDRC committee to update website about fall training and support staff training including registration, agenda, presentations, etc.
Upload approved BOD meeting minutes to website
Committee reviews website for any necessary updates

Nominations & Elections: Finalize names on the Ballot for Officers

President: Prepare for fall board meeting
RMASFAA Fall Board Meeting/RMASFAA Conference

President Elect: Finalize names on the Ballot for Officers

Professional Development and Recognition (PDRC): (October/November/December) Facilitate Support Professionals' Workshop and Fall Training (if applicable).
Review evaluations for improvements and session topics for possible use at Spring Conference
Send out Request for Proposal (RFP) for session topics for Spring Conference.
Conduct PDRC planning meeting or conference call to set the framework for Spring Conference.
Keynote speakers and other guest speakers who need to travel should be booked by this point.
Research locations and obtain contracts for Spring Conference 1 year from upcoming Spring Conference. (Example: in December 2013, research locations and obtain contracts for Spring Conference 2015.)

Secretary: One week prior to each board meeting: Email copy of previous meeting's minutes to the board members. This will give them time to review for any changes they will present at the board meeting when minutes are approved.

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Treasurer: send information to tax preparer (due by November 1)

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November

Corporate Development: contact associate members who have not paid their membership for the current year.

Send out an email to prospective members, showing the benefits of NeASFAA membership

Membership Connection: Upload new pictures from support staff workshop/fall training to Facebook and website

Committee reviews website for any necessary updates

Nominations & Elections: Hold the Election

President: Attend Support Staff Workshop

Attend Fall Training

President Elect: Hold the Election

Inform those not elected to office

December

Corporate Development: holiday greeting email to all associate members and prospective members (optional)

Membership Connection: Committee reviews website for any necessary updates

President Elect: Announce Winners of the Election to the Association