



Example of a Master Calendar for NAP Associations

This document is a draft resource for utilization and customization by the NAP Associations and Units to identify roles and responsibilities of its officers to accomplish throughout the year. Be sure to review all governing documents for Association and Unit reporting requirements in order for this calendar to meet the needs of the organization. This master calendar example is based on the NAP biennial term. Those associations and units with annual terms should customize this calendar for your benefit. (For example, odd numbered year newly elected officers take office after elections.)

Suggestions are welcome to improve this resource. Please email Valoree Althoff, PRP, of any recommended edits. eerolav@hotmail.com.

MONTH AFTER ANNUAL MEETING

President

- Consult with officers and committee chairmen on roles and responsibilities.
- When requested, prepare a report for the District Conference, from Historian's Report and consultation with the Immediate Past President. Attend conference if possible.

Vice-president

- Consult with the President regarding the association's educational plans for the year.
- Prepare an educational article for every issue of the newsletter.
- Plan on attending the District Conference if possible.

Outgoing Secretary

- Send out minutes of the all meetings to be approved by Minutes Approval Committee.
- Mail approved minutes of the Board of Directors meeting and the annual (or biennial) convention to the President and members of the Board of Directors.

Secretary

- Send a list of the names and addresses of newly elected unit and state officers to NAP headquarters when in order.

Treasurer

- Following election of new treasurer, transfer financial records.

Yearbook Committee

- Complete the yearbook.

Editor

- An issue of the newsletter to be sent out within a month of the convention.

2-3 MONTHS AFTER ANNUAL MEETING

President

- Odd numbered year, prepare report for the NAP biennial convention (NAP headquarters will notify of due date.)
- Complete Delegate Reporting Form with the list of authorized delegates.

4 MONTHS AFTER ANNUAL MEETING

President

- Plan for Unit visits.

Vice-President

- Request a copy of the year's program schedule from Education Chairman of each Unit.

5-6 MONTHS AFTER ANNUAL MEETING

Board of Directors

- If appropriate, the board selects three choices for the request of the National Representative for state convention. The President submits the request form of the three representative options to NAP.
- Review Auditor's report for adoption.

President

- Odd numbered year attend biennial convention of NAP. Make a report to members via the newsletter.
- Attend Leadership Conference held at the NTC or the NAP convention.
- Plan agenda for the fall board meeting (check with Secretary and Parliamentarian.)
- Select the theme for the annual meeting.

Vice President

- Odd numbered year attend biennial convention of NAP.
- Attend the Leadership Conference held at the NTC or the NAP convention.
- Coordinate speakers for the annual convention.

Secretary

- Notify Board members of fall board meeting.
- Attend Leadership Conference held at the NTC or the NAP convention.

Treasurer

- Submit Auditor's report to the Board of Directors at the fall board meeting.
- Attend Leadership Conference held at the NTC or the NAP convention.
- Prepare a financial report for the board meeting.

Nominating Committee

- Odd numbered year schedule a committee meeting to begin the preparation of a list of nominees to be presented at the state convention.

Convention Coordinator

- Begin and finalize selection of annual meeting location and program.

Education Committee

- Offer assistance to Unit Education Committees.

4-5 MONTH BEFORE NEXT ANNUAL MEETING

Vice-President

- Finalize the education program for the annual meeting.

Treasurer

- Notify/invite members that it is time for dues renewal.

Convention Coordinator

- Oversee publicity of the annual meeting. Distribution of the registration flyer to the membership and past attendees, postings to social media, postings to public sites and registration on the website.

3 MONTHS BEFORE ANNUAL MEETING

President

- Check with convention coordinator and other committee chair on plans for the state convention.
- Request articles of members for printing in the newsletter about 30 days prior to tentative distribution date.

Bylaws Committee

- Finalize the list of bylaws amendments to provide proper notice.

Historian

- Contact Unit Presidents and the Secretary for updates on Unit and State activities.

2 MONTHS BEFORE ANNUAL MEETING

President

- Help the editor with the preparation of the newsletter, providing necessary information for the Call to Convention (or Biennial Meeting).
- Notify Unit Presidents of those members who have not paid their dues. Remind those members in writing who have not paid their dues that they are delinquent on February 1 and shall forfeit their membership on March 1.

Vice-President

- Order all necessary educational materials from NAP 30 days prior to the state convention.

Historian

- Prepare a narrative account of activities for approval by the delegate body at the annual convention.
- Update the scrapbook for display at the state convention.

Editor

- Finalize the newsletter for publication 30 days prior to convention. This issue shall include the Call to Convention, proposed amendments to the bylaws, report of the nominating committee, requests for annual reports, other information pertaining to the state convention and other news items.

1 MONTH BEFORE OR MONTH OF ANNUAL MEETING

Board of Directors

- Consider the proposed budget submitted by the Finance Committee at the pre convention board meeting for presentation to the voting body of convention for approval.
- Consider invitations from units for the next Convention.
- If appropriate, elect convention delegates from members-at-large after obtaining their written consent to serve.

President

- Attend to any last minute preparations for convention in consultation with the convention coordinator.
- Prepare a President's report to present to the convention and send a copy to the Secretary and the Historian at least two weeks before the state convention.
- Send to the Program Chairman for copying all reports of officers, committee chairmen, and units for duplication and distribution at the convention.
- Recruit nominees to serve on the Minutes Approval Committee and to serve as tellers.
- Working with the Convention Coordinator and Parliamentarian, finalize all plans for the convention including the program, convention standing rules and bylaws amendments.

Treasurer

- As a member of the Finance Committee, help prepare a tentative budget to be submitted by the finance committee to the Board of Directors at the pre convention Board Meeting and for presentation to the voting body of convention for approval.
- Prepare a financial report and send a copy to the President two weeks before the convention.
- Notify any affiliate association members and MALs if dues in arrears.

Parliamentarian

- Working with the Convention Coordinator, finalize all plans for convention.
- Consult with the President regarding the program, convention standing rules and proposed bylaws amendments.

- May be requested to provide the President with a script for the convention.

Finance Committee

- Prepare a proposed budget to submit to the Board of Directors at its pre-convention meeting and for presentation to the voting body of the convention for approval.

DURING ASSOCIATION CONVENTION

- Odd-numbered years, elect the officers, a nominating committee, and delegates and alternates to the NAP convention.
- Even-numbered years, Nominating Committee meets to outline plans and to consider prospective nominees.
- Maintain an updated Credentials report.

AFTER ASSOCIATION CONVENTION

Board of Directors

- If appropriate, elect the members of the finance committee.
- Determine time and place of fall board meeting.
- In odd numbered years, appoint the Editor of the newsletter.
- Decide time and place of the following year's convention.
- Appoint the Audit Committee.

President

- Appoint convention coordinator and convention committees for the following year.
- In odd numbered years, appoint Parliamentarian, Historian, Chairman, standing committees.

Vice-president

- Mail unsold educational materials back to NAP.

Secretary

- Provide NAP the update of new officers (when an election year) in addition to any further constituent updates.
- Within 30 days after convention, send minutes to the committees appointed to approve the pre convention Board of Directors meeting, convention minutes, post convention Board of Directors meeting.

Convention Coordinator of convention just held

- Prepare a complete report and submit it to the Board of Directors no later than 45 days after convention in conjunction with the Treasurer. Include the convention financial report, registration, etc.

Yearbook Committee

- Start compiling information for the new yearbook.

Editor

- Gather information the first issue of the newsletter that is to be printed within a month of the convention.

GENERAL INFORMATION/HELPFUL HINTS

All officers/directors

- Complete necessary board training to be familiar with roles and responsibilities.
- Be familiar with mission, vision, values, and resources like bylaws and the operations manual, and know where to find them.
- Gain leadership skills on fiduciary duties of officers independently or as a group.
- Disclose any perceived conflicts of interest whenever necessary.
- Be comfortable with giving your “elevator speech.” Be able to speak to what the profession does and why it is important to be a member.

President, Secretary

- Maintain and be familiar with current governing documents for association and NAP. (Include necessary resources like operational manual. Be sure regularly reviewed for updating.)
- Update officers and any known changes to contact information to NAP.
- Read NAP Update for any useful news from NAP Headquarters, reports, events, etc.
- Be in communication with Units regularly. Share useful templates/information.
- Share success stories/information by submitting information for publication in the NP Journal.

Communications director: Publicity for convention

- Submit to NAP Headquarters the convention details for posting on the NAP events page.
- Publicize in the District newsletter by contacting the District Director.
- Be timely in posting registration 4-6 months prior to the event.
- Use a “Save-the-date” mailing or page on the website so the date is released early.
- Send the members registration early in a direct email/mail so they receive the information early.
- Post the event details with other groups for publicity. (Local/state newspaper, United Way, leadership groups, trade unions, etc.)
- Be sure to invite past attendees. Keep contact information for each event to maintain a database.

President, Member Services, or Secretary

- Contact membership throughout the year. (Events, meetings, membership renewal invitation. Do not wait for the first communication to be a membership renewal reminder for dues request.)

Website/Communications director

- Continuously maintain events, officers, links on the website so information is current.
- Update social media when necessary to maintain/increase communication.

Treasurer

- File IRS-N 990 (or required national tax statement) at the end of the fiscal year.

- File any necessary reports to the State to maintain incorporation status and any tax-exempt status received.