

## NeASFAA Board of Directors and Committee Timeline

NeASFAA Board of Directors and Committees included in the timeline:

- President (P&P 4.8.1)
- President-Elect (P&P 4.8.2)
- Past President (P&P 4.8.3)
- Secretary (P&P 4.8.4)
- Treasurer (P&P 4.8.5)
- Membership Connections (P&P 5.3)
- Corporate Development (P&P 5.4)
- Finance and Audit (P&P 5.5)
- Nominations and Elections (P&P 5.6)
- Professional Development and Recognition (PDRC) (P&P 5.7)

### *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 Membership Connections committee chair. Include in the one PDF document, minutes and copies of board reports.

## *February*

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

**Finance & Audit:** Completed budget requests due back to committee.

**Membership Connection:** Committee reviews website for any necessary updates.

Work with SOCS and PDRC committee to upload spring conference information to website, including registration, agenda, and presentation handouts.

**Nominations & Elections:** Distribute Summer Free Scholarship application for Beginner track.

**President:** Spring Conference Site Visit with PDRC.

Select Distinguished Service Award.

Send any amendments to Bylaws to membership no later than 30 days prior to vote at annual meeting. (Bylaws Article XII, Section 3)

**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 listserv/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 NeASF AA account for guest speakers. Follow up on any travel needs. (Guest speakers would include RMA SF AA delegate, keynote speakers, NASF AA guests/trainers and ED trainers).

Follow the P and P for whose room NeASF AA 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.

### ***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 NeASF AA annual budget.

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

Committee reviews website for any necessary updates.

**President:** RMA SF AA Winter Board Meeting.

**President Elect:** NASF AA 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 NeASF AA will receive.

Develop evaluation process.

Create nametags, registration materials (if not posted on the web) and thank yous 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.

## *April*

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

**Finance & Audit:** Schedule time with Treasurer and committee to conduct audit in July.

**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.

Update forms such as expense form, request for membership, and volunteer form if contact person has changed. Upload forms to website.

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. At the last meeting each year, review board performance in the following areas: organizational structure and overall performance in meeting the responsibility to carry out the mission and purpose of the association. Put this item on the agenda for the last board meeting.

Spring Conference.

After Spring Conference, send State of Nebraska article and photos to RMA SFAA Exchange Blog.

**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 NeASF AA 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.

After election of new Treasurer, schedule a meeting of outgoing and incoming Treasurers within 30 days of turning over the books to be devoted to formal training, and to removing outgoing Treasurer and adding incoming Treasurer to bank accounts. Schedule additional training meetings as requested by incoming Treasurer.

SOCS license fee due (they send us an invoice).

## *May*

**Membership Connection:** Update "NeASF AA notable: History & Awards" with conference award winners (Professional Development and Recognition Committee Chair can provide this information).

Committee reviews website for any necessary updates.

Initial Membership Renewal Statements sent to all NeASF AA members by June 1.

Give current Membership Roster to Treasurer.

**Professional Development and Recognition (PDRC):** Write a short summary for posting on RMA SF AA Blog and the NeASF AA 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 listserv 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 NeASF AA membership.

**Membership Connection:** Committee reviews website for any necessary updates.

**President:** Prepare for Summer Board Meeting. Have each board member and committee chair sign the conflict of interest form before participating in first board meeting. Bring forms to meeting or send out ahead of time. Save signed forms in the Dropbox. At this board meeting, the board should select an area of the state where they want the PDRC committee to research spring conference sites to bring to the next meeting. For example, in July 2017, you will select the area for the spring 2020 conference.

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

## *July*

**Finance & Audit:** Conduct annual audit.

**Membership Connection:** Upload approved BOD meeting minutes to website.

Committee reviews website for any necessary updates.

Request Membership Roster updated with current payment information from the Treasurer.

By July 15, send second Membership Renewal Notices to unpaid NeASFSA members.

**President:** Attend NASFSA 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 NASFSA's training deadlines should you wish to invite NASFSA to the Spring Conference.

**Treasurer:** Annual Liability Policy due (bill received from The Hartford in June).

### *August*

**Finance & Audit:** Audit summary due to NeASFSA Board of Directors.

**Membership Connection:** Request Membership Roster updated with current payment information from Treasurer.

By September 1, send third Membership Renewal Notices that include the late fee to unpaid NeASFSA members.

Committee reviews website for any necessary updates.

### *September*

**Corporate Development:** Contact associate members who have not paid membership for the current year.

**Finance & Audit:** Committee Meeting.

**Membership Connection:** Update the Membership Directory on the website with member changes received during membership renewal process.

Add new NeASF<sup>AA</sup> members to the list serve once the Membership Directory has been updated.

Committee reviews website for any necessary updates.

**Nominations & Elections:** Distribute Summer Free Scholarship application for Intermediate/Advanced track.

**Professional Development and Recognition (PDRC):** (September/October) Attend fall Board of Directors meeting as set by the NeASF<sup>AA</sup> 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.

## ***October***

**Membership Connection:** Work with SOCS and PDRC committee to update website with fall training information, including registration, agenda, and presentation handouts.

Upload approved BOD meeting minutes to website.

Committee reviews website for any necessary updates.

**Nominations & Elections:** Finalize names on the Ballot for Officers.

**Past President:** RMA<sup>S</sup>F<sup>AA</sup> Fall Board Meeting/RMA<sup>S</sup>F<sup>AA</sup> Conference, and obtain gift to contribute as Nebraska state gift for conference drawing (traditionally a \$75 Omaha Steak gift card).

**President:** Prepare for fall board meeting. At this meeting, the board should select the spring conference site. For example, in October 2017, you will select the site for the spring 2020 conference.



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.

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:** Send information to tax preparer (due by November 1).

### *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 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.