

2014-2015 Operations Calendar

Communications		Programming & Events		Finance	Membership	Education & Development - Government Affairs	Board/Administration
July	Newsletter release 1st full week of month	Programming Committee Meeting July 17			Call new members	GA - Updates for On-Boarding Binders	Weekly President Calls
	Newsletter content due by 20th for next month	Call for Programming Presentations Issued July 29 July Summit				GA - Toolbox Secure speakers	Presidents article for newsletter WISHRM - New Chapter President State Council orientation call Get shirt orders for chairs/new board
August	Newsletter release 1st full week of month	Call for Programming Presentations Due August 20			Call new members	ED - Review Student Scholarship Criteria and Promotion	Weekly President Calls
	Newsletter content due by 20th for next month Begin review of Coprorate Partner Program for next year benefits	Toolbox Networking			Networking	ED - Meet with Student Chapter Presidents GA - Toolbox set schedule and descriptions for registration GA - Toolbox promotion	MDS Quarterly Review Presidents article for newsletter State Leadership Conference WISHRM 2 Days National Leadership Conference discussion on who will attend Pinnacle Award
September	Programming RFP	CFP Proposals Not accepted Notified			Call new members	ED - Promote Student Scholarship	Weekly President Calls
	Newsletter release 1st full week of month	Programming Committee Meeting				GA - Toolbox promotion	Presidents article for newsletter
	Newsletter content due by 20th for next month	Summit				GA - Toolbox finalize tasks for day of event	Pinnacle Award Due
	Corporate Partner check ins for using benefits					Job Bootcamp	Review and Update Board binders
	Update Corporate Partner forms and information for website and promotion						Past president start gathering items for silent auction for State conference
	Announce opportunity to purchase partner						
	Arrange for QTI to discuss compensation survey						
	Reminder letter to those who purchased Comp Survey						
October	Newsletter release 1st full week of month	State Conference			Member Welcome	ED - Promote Student Scholarship	Weekly President Calls
	Newsletter content due by 20th for next month	Toolbox			Call new members	ED - Promote Certification Study Group	MDS Quarterly Review
	Follow-up calls to current partners discussing opportunities	HR Roundtable				GA - Toolbox finalize volunteer roles	WISHRM Presidents Council Meeting
	Send follow-up partnership email	Member Welcome					Presidents article for newsletter
	Promote Comp Survey	Connect with Senior HR Execs for next year September event					
	Reminder letter to those who purchased Comp Survey						Select Philanthropy (1 or 2 year commitment)
	Partner Pushes						Send out Volunteer Leader Survey

November	Newsletter release 1st full week of month Newsletter content due by 20th for next month Send last chance email about partnership opportunities Drop dead deadline for partnerships	Programming Committee Meeting Nov 15 Summit Roundtable Annual Conference research keynote presenters		Call new members Call new members	ED - Promote Student Scholarship ED - Select Student Scholarship	Weekly President Calls SHAPE Preparation Strategic Planning Agenda Set Tax return due to IRS November 15th Board Succession Survey Presidents article for newsletter SHRM Leadership Conference in DC Board to follow-up with new members from welcome Write check to SHRM Foundation
December	Newsletter release 1st full week of month Newsletter content due by 20th for next month Partnership assignments for next year Revise and send thank you letters for partners and advertisers Get partnership contact info out to assigned committee members Contact Partners - email to introduce Contact Partners - phone call to schedule E-Newsletters and pick events Introductory email sent to assigned partners	Programming Calendar Complete Dec 13 for 2014 Programming Events submitted to chapter admin for website and HRCI Annual conference secure keynote presenters and establish theme Choose speaker for strategic summit		Call new members Book Networking event for February	ED - Select Student Scholarship	Weekly President Calls SHAPE Preparation Strategic Planning Agenda Set WISHRM Presidents Council Meeting Presidents article for newsletter Succession planning Extend invite to volunteers to Strategic Summit in January Plan January meeting for golf outing
January	2014 Corporate Partners Begin Newsletter release 1st full week of month Newsletter content due by 20th for next month Review Annual Conference sponsorships	Summit Annual Conference secure breakout presenters	Budget requests for next year	Call new members	ED - Announce Scholarship Winner and Issue Check ED - Promote Student HR Games GA - Legislative Conference secure speakers and sponsors	Weekly President Calls Strategic Planning Meeting Held SHAPE Submitted 1099s to all GMA SHRM Vendors MDS Quarterly Review Presidents article for newsletter Succession planning New Chapter President call with State Conference
February	Newsletter release 1st full week of month Newsletter content due by 20th for next month Review Annual Conference sponsorships - right of first refusal Discuss updates to Comp Survey	Toolbox HR Roundtable Networking Event Young Professionals Annual Conference submit program to HRCI and prepare website	Budget Meetings for Next Year	Networking Event Young Professionals Call new members Book Member Orientation Date for April Book volunteer event/secure gift idea for Spring	ED - Promote Student HR Games ED - Promote Professional Scholarship GA - Legislative Conference establish schedule and open registration GA - Legislative Conference include in eblasts GA - Legislative Conference submit for HRCI approval	Weekly President Calls Presidents article for newsletter

				Send out e-mail for volunteer of the year	BA-Send out e-mail	Presidents article for newsletter
March	Newsletter release 1st full week of month	Summit	Budget finalization and preparation for Board	Call new members	ED - Attend Student HR Games	Weekly President Calls
	Newsletter content due by 20th for next month	World at Work		Provide chapter admin list of volunteers	ED - Promote Professional Scholarship	WISHRM Presidents Council Meeting
	Corporate Partner check ins for using benefits	Programming Committee Meeting March 27			GA - Legislative Conference Promotion	Presidents article for newsletter
	Contact Entrix to update Comp Survey Emails	Annual Conference Promotional Mailings			GA - Legislative Conference finalize day of event	Review and Update Board binders
	Linked in Audit of actual members					Board nominations - seek nominees - develop slate
						Update Committee Summary, website summary, and board job descriptions
						Survey goes out for Volunteer of the Year
April	Newsletter release 1st full week of month	Toolbox		Call new members	ED - Select Professional Scholarship Winner	Weekly President Calls
	Newsletter content due by 20th for next month	Member Welcome?		Member Orientation Event	ED - Student Chapter President Meeting	MDS Annual Review
	Contact Conference Sponsors for booth space reminder			Prep volunteer of the year speech for one day conference	GA - Legislative Conference volunteer coordination	Presidents article for newsletter
	Contact Corporate Partners for table top space reminder					Selection of Volunteer of the year
May	Newsletter release 1st full week of month	Annual Conference		Call new members		Weekly President Calls
	Newsletter content due by 20th for next month			Announcement of Volunteer of the Year		2014 Meeting Host Contracts
	Create verbiage for Comp Survey Announcement & Schedule communication					Board Strategic Planning Agenda Set
	Announce opportunity to participate in Compensation Survey					Presidents article for newsletter
						Board transition meeting
						WISHRM district director meetings with chapters
						Board to follow-up with new committee
June	Newsletter release 1st full week of month	Toolbox				Weekly President Calls
	Newsletter content due by 20th for next month	Programming secure next year host facilities		Call new members		Board Strategic Planning
	Corporate Partner check ins for using benefits	SHRM Annual Conference		Book date for Networking Event in August		Presidents article for newsletter
		Distribution of annual member survey				Report "CLIF" Chapter Leaders Form to SHRM
		Golf Outing				President to send updated membership roster to National SHRM Administrator