



<u>Date</u>	<u>Action</u>	<u>Initiated By</u>
January	<ul style="list-style-type: none"> <li>× Admin. and fiscal year begins</li> <li>× January Exec. Committee Meetings:               <ul style="list-style-type: none"> <li>a) Treasurer's Report (Pending Audit)</li> <li>b) Present Proposed Budget</li> <li>c) Approval of Recommended Budget</li> <li>d) Past Chairperson's Presentation</li> <li>e) Record and Distribute Minutes</li> <li>f) Signatures &amp; Mail Bank Trans. Forms</li> <li>g) Appoint Auditor for Treas. Report</li> <li>h) Appoint Administrator</li> <li>i) Provide advance for Annual Mtg.</li> </ul> </li> <li>× Prepare &amp; distribute Roster of Officers, Section Delegates, Alternates, and Committees to all on list &amp; ITE HQ</li> <li>× Distribute Section Calendars to Section Web Masters and Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Executive Board</li> <li>New Chairperson</li> <li>Last Year's Sec./Treas.</li> <li>Administrator</li> <li>Exec. Comm.</li> <li>Last Year's Chair.</li> <li>New Sec./Treas.</li> <li>Administrator</li> <li>New Chairperson</li> <li>Exec. Comm.</li> <li>Administrator</li> <li>Administrator</li> <li>New Sec./Treas.</li> </ul>
February	<ul style="list-style-type: none"> <li>× Remind Student Chapters of Student Paper Competition (due 5/1)</li> <li>× Submit written Annual Reports from Sections to ITE (by Feb. 28)</li> </ul>	<ul style="list-style-type: none"> <li>Student Chapter Coord.</li> <li>Vice Chairperson</li> </ul>
March	<ul style="list-style-type: none"> <li>× Recommend two candidates for Int. Director election, request to provide written consent to hold office, short biographical info/position paper (next done in 2013)</li> <li>× Call ITE Comptroller for Dues Distribution</li> <li>× Distribute Section Dues (retain 20%)</li> </ul>	<ul style="list-style-type: none"> <li>Nominating Comm. (for International Dir.)</li> <li>Administrator</li> <li>Administrator</li> </ul>
April	<ul style="list-style-type: none"> <li>× Request Newsletter Editors publish names of candidates nominated for International Director with the Bylaws statement that additional nominations may be made by petition. (next done in 2013)</li> <li>× Request ITE provide mailing labels for ballot (next done in 2013)</li> <li>× Finalize Awards selection</li> <li>× Order Award Plaques</li> <li>× Mail Annual Meeting Agenda, minutes, etc. for District Board and Annual Business Meetings</li> <li>× Request Officer and Committee reports for May Annual Board Meeting</li> <li>× Receive and evaluate Student Papers, Student Chapter Reports, and Section Activity Reports by May 1.</li> </ul>	<ul style="list-style-type: none"> <li>Sec./Treas.</li> <li>Sec./Treas.</li> <li>Past Chairperson</li> <li>Administrator</li> <li>Sec./Treas.</li> <li>Sec./Treas.</li> <li>Student Chapter Coord./ Vice-Chairperson</li> </ul>

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May	<ul style="list-style-type: none"> <li>× Print Ballots for Int. Director election (include bio. and position papers, next done in 2013)</li> <li>× Attend District Board and Annual Business Meetings               <ul style="list-style-type: none"> <li>a) Approve Budget recommend by Exec. Committee</li> <li>b) Prepare Treasurer's Report</li> <li>c) Record &amp; Distribute Minutes</li> <li>d) Present Distinguished Service and other Awards</li> <li>e) Appoint Tellers Committee</li> <li>f) Make appointments to ITE Committees:                   <ul style="list-style-type: none"> <li>Nominating</li> <li>Constitutional Amendments</li> <li>Resolutions</li> </ul> </li> <li>g) Plan District Board Meeting at ITE Annual Meeting</li> </ul> </li> </ul>	<p>Sec./Treas.</p> <p>Board</p> <p>Board</p> <p>Sec./Treas.</p> <p>Sec./Treas.</p> <p>Chairperson</p> <p>Chairperson</p> <p>Board</p> <p>Board</p>
June	<ul style="list-style-type: none"> <li>× Mail Ballots to District Voting Members (45 days before ITE Annual Meeting) (next done in 2013)</li> <li>× Review and Forward Proposed Section Activities Report, Student Chapter Report, and Student Paper to Institute by 6/1</li> </ul>	<p>Sec./Treas.</p> <p>Vice-Chairperson</p>
July	<ul style="list-style-type: none"> <li>× Tally Int. Director Ballots in time for winner to attend ITE Annual Meeting (next done in 2013)</li> <li>× Call ITE Comptroller for Dues Distribution</li> <li>× Distribute Section Dues (retain 20%)</li> <li>× Mail agenda for District Board Meeting during ITE Annual Meeting (if planned at May meeting)</li> </ul>	<p>Tellers Comm.</p> <p>Administrator</p> <p>Administrator</p> <p>Chairperson</p>
August	<ul style="list-style-type: none"> <li>× Prepare Nominations for District Office and request letters of consent to hold office</li> <li>× ITE International Annual Meeting</li> </ul>	<p>Nominating Comm. (for District Secretary-Treasurer)</p> <p>Board</p>
September	<ul style="list-style-type: none"> <li>× Arrange and announce January Exec. Comm. meeting</li> <li>× Fall Executive Committee Meeting</li> </ul>	<p>Vice Chairperson &amp; Administrator</p> <p>Chair's Section</p>

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October	×	Mail Ballots for District Officer Election to Board	Sec./Treas.
December	×	Acknowledge work and effort of the Committee Chairpersons	Chairperson
	×	Tally Ballots for District Officers	Past Chairperson
	×	Announce election results in Newsletters	Sec./Treas.
	×	Prepare next year's Proposed Budget	Administrator
	×	Confirm January Exec. Comm. meeting & Mail Agenda	Vice Chairperson
	×	Request Section Presidents to submit Annual Reports and new roster of Delegates & Alternates (names, addresses, phone numbers, FAX numbers and e-mail addresses)	Administrator
	×	Select new Committee Chairpersons for:	Chairperson Elect
		a) Membership	
		b) Nominations	
		c) Technical	
		d) Student & Technical Awards	
		e) Awards – Outgoing Chairperson	
		f) Annual Meeting – Past Meeting Chairperson	

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