

NJHPS Yearly Calendar

January:

1. Send out membership renewals
2. Discuss meeting for late March/early April

March:

1. Initiate Nominating Committee
2. Discuss picnic options and set a date early to get requested weekend at venue of choice
3. Membership renewal reminder

April:

1. Names & biographies for election due to Secretary 21 days prior to the annual meeting
2. Order outgoing council member gifts
3. Membership renewals final due date 4/15
4. Schedule annual meeting for end of May or early June (between 5/15-6/30)

May/June:

1. Host annual meeting
2. Announce new officers (annual meeting & website)
3. Outgoing President's "State of the Chapter" at annual meeting
4. Treasurer's annual report at annual meeting
5. File annual report with national HPS online (need # meetings & membership #'s)
6. Contact ASSP for joint meeting next year

July:

1. National HPS meeting (need council or members to represent NJ Chapter)
2. Meet with National President-Elect to obtain a date for Fall meeting
3. Treasurer submit new signature cards with bank for incoming officers
4. Treasurer initiates annual report to State of NJ for tax exempt status
5. Discuss meeting for August/September

August:

1. Contact national president-elect to set a date (if not determined at national meeting)
2. Schedule venue for president-elect meeting
3. August or September meeting
4. Organize picnic

September:

1. ??

October:

1. President-elect meeting

November:

1. Discuss optional Holiday meeting/get together for December

December:

1. Host holiday meeting

Notes:

1. Discuss DOT/IATA training (3-year cycle)