

## NJHPS Yearly Calendar

### January:

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

### March:

1. Register for October Science Teacher Convention
2. Initiate Nominating Committee
3. Discuss picnic options and set a date early to get requested weekend at venue of choice

### April:

1. Names & biographies for election due to Secretary by 1<sup>st</sup> week in April
2. Order outgoing Council member plaques/gifts
3. Schedule annual meeting for end of May or early June

### May/June:

1. Judge student essay contest (subcommittee needed?)
2. Host annual meeting
3. Announce new officers (website & national HPS)
4. Update handbook with new officers, distribute
5. Outgoing President's "State of the Chapter" at annual meeting
6. File annual report with national HPS online (need # meetings & membership)
7. Submit chapter information to IRS

### July:

1. National HPS meeting (need officers 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. Chapter handbook preparation
2. Contact national president-elect to set a date (if not determined at national meeting)
3. Schedule Don Pepe's for president-elect meeting
4. August or September meeting

### September:

1. Organize picnic
2. Complete handout for Student Essay Competition – hand out at Science Teacher Convention
3. Chapter handbook distribution at picnic

**October:**

1. Science Teacher convention (get members to participate, hand out student essay contest flyers)
2. President-elect meeting held at Don Pepe's

**November:**

1. Discuss optional Holiday meeting for December

**December:**

1. Host holiday meeting
2. Plan joint meeting with ASSE

**Notes:**

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