

## President's Timeline - Example

### Ongoing Duties

- Prepare agendas and preside at the Board and General Meetings.
- Review the Minutes from the Board and General Meetings. Notify the Secretary of any additions or corrections. Advise her to publish the minutes to the Board and/or general membership.
- Prepare the President's Letter for the Newsletter each month. Edit and approve the final copy of the Newsletter.
- Check the Federation website periodically for updates. All forms with due dates are posted to the website.

### May

This is the first Board Meeting with the current Board, even though it is prior to installation. This joint meeting permits the transfer of files to the incoming Board, and it's a great way to welcome the new Board members. You may also designate a "Friend to the Board," such as a past president, etc. to attend meetings to provide some history and expertise. This is at your discretion.

- Prepare the Calendar for the upcoming year:
- Obtain school calendars from the local school districts (the Internet is a good resource).
- Set Board Meeting dates.
- Set General Meeting dates.
- Summer Socials - secure hostesses, then set dates. The outgoing VP Programs can assist with this.
- Fish Moms' Tea: secure a hostess and set the date.
- Prepare a new Membership form. This can be included in the May Newsletter.
- New Officer Installation - Identify a former president to conduct the installation for you and the new Board.
- Order labels from A&M (incoming and transfer students) to use for the Summer Socials. The first batch of labels will be utilized for the postcard/notifications to incoming Moms to inform them of the Summer Socials. A second set of labels is requested for the Fish Moms' Tea. This update includes just the Moms of new students that have accepted.
- *Use this email address: [sims@tamu.edu](mailto:sims@tamu.edu) to request the labels.*
- Establish a Budget Committee ~ This would typically include the outgoing and incoming presidents and treasurers. You may also include others with some history of Club income and expenses. *The budget must be prepared and submitted at your first Board Meeting.*
- Summer Conferences at A&M - You will receive information from the Federation regarding the Summer Conference schedules. Solicit a volunteer to go to the conferences to assist Federation in recruitment. Typically, 2 Moms have gone down when their students' conferences were in session. Make sure the VP of Membership contacts any prospective members whose names you receive from the conferences.

### June/July

Send out the June/July/August Newsletter.

- The president is responsible for preparing the President's Letter and for editing the entire newsletter each month prior to distribution. You will work with the VP of Publications on this activity.
- Board Meetings in the summer are at your discretion.
- Check in with the Summer Socials hostesses prior to events in their homes via email or phone.

### August

- Make plans for the Fish Moms' Tea. Postcards have been used in the past, as they're most economical.

- Request a set of new mailing labels from A&M for Moms of students that have officially accepted.
- The first Federation meeting of the year is the weekend before school starts. You will receive a packet of information prior to the meeting. If you are unable to attend, get another Board member to attend to pick up the Club's packet of information for the coming year. Workshops are held during these meetings and it's helpful for new Board members to attend. Voting delegates are based upon membership numbers.
- Information on Moms Fish Camp should be available and should be publicized to the general membership.

### **September**

- First General meeting – have something FUN and good speaker.
- August graduates are honored at the September General Meeting.
- Sign up for Seasons in Aggieland Craft Fair.
- Promote Aggie Moms Fish Camp.

### **October**

- Goodie Bag Sales begin.
- Sign up for the Dallas County Aggie Moms Craft Fair.
- Plan for the Board Christmas Party - no business, just fun!
- Promote Aggie Moms Fish Camp.
- Cut off for dues to be in directory

### **November**

- Hand out Goody Bags so Mom's can give to kids at T'giving
- Distribute directories
- Promote Aggie Moms Fish Camp.

### **December**

- Board Christmas Party!
- No General Meeting

### **January**

- The Scholarship Committee should begin preparing for their upcoming activities. Decide how late you will permit the interviewing process to continue.
- Federation meeting on campus. Once again, packets that are vital to year end activities are distributed at this meeting, so it's important to attend or have someone attend for you. If there are business items to be voted upon, be sure we have delegates in attendance. Your packet will have information and deadlines for Boutique at Parents' Weekend, dues to Federation, annual reporting, and tax filing, etc. Review the information carefully.
- The District Meeting will also be held at this time Our Club is asked to participate in some way, which is usually providing door prizes or favors for the meeting.
- December graduates are honored at the January General Meeting.
- Begin Goodie Bag sales for spring.
- Pass out Officer interest forms at meeting and email
- Form the Nominating Committee. Ask at least 3 people, plus yourself as chair of the committee. The proposed slate of incoming officers should be announced at the March General Meeting and included in the March Newsletter.

### **February**

- Begin talking about Parents' Weekend at the General Meetings and explain the activities.
- Pass out Officer interest forms at meeting and email
- Nominating Committee and Scholarship Committee start working.

### **March**

- Present the proposed slate of officers at the Board Meeting. Announce the slate at the General Meeting and publicize the information in the Newsletter and email distributions.
- Vote on the slate at the General Meeting. Inform the incoming president that she need to select someone to do the office installation in May.
- Review the club donations list at the Board Meeting.
- Make sure Boutique and Raffle are coming together for Parents' Weekend.
- Announce Muster activities at A&M and also activities to be held locally by Aggie Clubs.
- Order the President's pin

*(Ordered and pick it up during Parents' Weekend.) 979-846-4708 or 800~745~1449.*

*The Diamond Room is located in Bryan. 3733 E. 29th Street. This is just behind the Hilton in the Town & Country Shopping Center. The info passed to me indicated that the pin is \$59.95, but I was told when I called that the price is \$49.95 – This may have changed.*

#### **April**

- *Inform the incoming president that she need to select someone to do the officer installation in May.*
- Secure last minute details for Parents' Weekend.
- You will need voting delegates for the Federation meeting. Make plans to attend the outgoing Federation President's Luncheon.
- Invite the new Board members to attend the May Joint Board Meeting.
- Scholarship should be in full swing. Depending on the interview process, you may be able to announce the winners at the Board Meeting and General Meeting.
- Include the donations form in the Newsletter and make it available to the general membership. Explain the balloting process to members.
- Have Hospitality prepare for hosting graduates and scholarship winners.
- Get gifts for the outgoing Board and Committee Chairpersons during Parents' Weekend.
- Donation elections will be sent to you. Calculate the totals based on the formula. See spreadsheet.
- Plan year end expenses to be paid before the new Board takes over. The Treasurer can assist with this. This will include a carry over for Boutique, general expense.

#### **May**

- Send donation breakout and money to Foundation – certified or personally deliver
- Send Scholarship money and names to Student Finance, special forms – certified or personally deliver
- It all begins AGAIN!