MTCMA Annual Timeline	
January	- Update Admin Guide - Professional Development Committee Meeting - Prepare for Interchange – brochure and registration - Initial Institute Planning - Website Updates/ add sponsor logos as needed - Generate sponsorship invoices as needed - Prepare for March board meeting - Schedule Joint Leadership Exchange for December (MTCMA and MMANH alternate hosting responsibilities) - Request proposals for next year's Institute Recurring Monthly Tasks: - Refresh Listserv - Refresh Board List, as needed - Membership Processing (CS/Personify) - Membership Reports - New Member Emails & Pins - Process Check Requests - Financial reports – to full board; back-up to Treasurer only - Aging Reports/120 day invoices to Treasurer - Invite new managers to join, as needed
February	- Continue Admin Guide updates as needed - Professional Development Committee Meeting - Continue prep for Interchange - Continue Institute planning - Website Updates/ add sponsor logos as needed - Generate sponsorship invoices as needed - Prepare for March board meeting - Send notice for Dow Scholarship (April 15 deadline) - Newsletter – update membership audience Recurring Monthly Tasks: - Refresh Listserv - Refresh Board List, as needed - Membership Processing (CS/Personify) - Membership Reports - New Member Emails & Pins - Process Check Requests - Financial reports – to full board; back-up to Treasurer only - Aging Reports/120 day invoices to Treasurer - Invite new managers to join, as needed
March	- Professional Development Committee Meeting - Board Meeting (day before Interchange) - Final prep for Interchange - Post-Interchange tasks (evals, etc.)

		• Continue Institute Planning • Website Updates/ add sponsor logos as needed • Generate sponsorship invoices as needed • Send reminder for Dow Scholarship (April 15 deadline) • Send reminder for Certification deadline (May 31) • Prepare for Membership Renewals – send current membership list to Committee for review • Announce At-Large Board nomination/application process • Announce 2nd VP/Treasurer application process • Announce Award nomination process (update Rising Star eligibility first) • Update Ambassador brochure as needed Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
April		• Professional Development Committee Meeting • Continue Institute Planning • Send final reminder for Dow Scholarship (April 15 deadline) • Prepare for Membership Renewals – update letter, forms • Send reminder for At-large Board applications • Announce Elected Board intention to run process • Send Award nomination reminder • Affiliate Presidents Meeting • SOS Annual Report filing Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
May		• Professional Development Committee Meeting • Continue Institute Planning; draft brochure, setup products • Scholarship Committee meeting and follow-up (Dow) • Nominating Committee meeting (at-large and 2nd VP) • Process Membership Renewals

		• Send reminders for At-Large applications and Elected Board intentions to run • Send Award nomination reminder • Certification deadline – May 31; send applications to Professional Development Committee chairs upon receipt • Newsletter – update membership audience • General Liability policy renewal (for July 20th renewal date) Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
June		• Board Meeting (to vote on Nominating Committee recommendations) • Professional Development Committee Meeting • Continue prep for Institute; open registration, draft function sheet, sponsor items • Announce Member Institute Scholarship • Create and distribute ballot for Elected Directors • Send Award nomination reminder • Request reports for Annual Report • Order Past President's chair Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
July		• Continue prep for Institute • Prepare for August board meeting • Tabulate Elected Director results; update slate of officers & directors • Awards Committee meeting; order awards, including life members • Scholarship Committee meeting (grant and Institute) • Draft and distribute Annual Report • Prepare by-law changes, if needed – send to membership 30 days before Annual Meeting • Prepare Length of Service notice and certificates • Assist with scheduling ICMA Conference dinner • Newsletter – update membership audience

		• Professional Liability policy renewal (for Sept 25ᵗʰ renewal date) – look into switching to a Directors & Officers policy instead going forward
		Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
August		• Final prep for Institute • Post-Institute tasks • Board meeting (day before Institute) • Schedule November board meeting • Confirm location for next year's Institute; finalize contract • Reserve facility for next year Interchange • Send 2ⁿᵈ notice for membership renewals • Send thank you letters to sponsors • Update Ambassador brochure as needed Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
September		• Professional Development Committee Meeting • Update Board and Committees list • Update website with award winners, past president, certification, etc. • Budget preparation meeting (September or October) • Cancel unpaid members Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only

	• Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
October	• Professional Development Committee Meeting • Prepare for Joint Leadership Exchange • Budget preparation meeting (September or October) • Prepare for November board meeting • Sponsorship committee starts sending solicitations Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
November	• Professional Development Committee Meeting • Board meeting at MMA • Continue prep for Joint Leadership Exchange • Website Updates/ add sponsor logos as needed • Generate sponsorship invoices as needed Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins • Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed
December	• Professional Development Committee Meeting • Final prep for Joint Leadership Exchange • Website Updates/ add sponsor logos as needed • Generate sponsorship invoices as needed • Send Save the date for next year event dates/locations Recurring Monthly Tasks: • Refresh Listserv • Refresh Board List, as needed • Membership Processing (CS/Personify) • Membership Reports • New Member Emails & Pins

		• Process Check Requests • Financial reports – to full board; back-up to Treasurer only • Aging Reports/120 day invoices to Treasurer • Invite new managers to join, as needed