

HCR LEADERSHIP ANNUAL CALENDAR			
EC MEETING REVIEW	DUE DATE	ACTIVITY	OWNER
January	1/1	New Executive Council term begins	Executive Council
	EC Meeting**	Approve Annual Budget	Executive Council
	EC Meeting	Monthly Financial Report to EC (every month)	Treasurer
	EC Meeting	Monthly Membership Report to EC (every month)	Membership Chair
	EC Meeting	BOD Meeting - frequency set by EC	Executive Council
	1/15	Submit previous year’s financial records to Financial Committee	Treasurer
	1/15	Submit Annual Report to be published in next Horizons issue	Treasurer
February	February	Hold Annual Meeting	President
	EC Meeting	Present Audit results to EC	Financial Committee
March	EC Meeting	Present Redbook review to EC	President and Secretary
		Region Report Form review with EC	President
	by 3/31	Send Region Report Form to PCA National	President
April	EC Meeting	Review that all Appropriate Documents are being retained in Archives and report findings to EC	Archivist/Historian
May			
June			
July			
August	by 8/15	Select/Affirm Nominating Committee*	Executive Council
		Announce Upcoming Election to Membership*	Secretary
		Solicit Nominations from Membership*	
September	by 9/15	Deadline for Nominations from Membership*	Membership
		Start Reviewing Candidates for Elected Office*	Nominating Committee
October	by 10/15	Complete Review of Candidates and Submit One Candidate per Position to BOD plus vetted Membership submitted Candidates , if different*	Nominating Committee
		Start Reviewing Candidates*	Board of Directors
	by 10/30	Complete Candidate Review*	Board of Directors
November	November	Event Planning Meeting(s)	Vice President
	11/1	Request Event Coordinators for input on next year’s expenditures	Standing Committee Chairs
	11/1	Submit Nominating Committee and Member proposed/vetted candidates to Membership*	Secretary
	EC Meeting	Review whether Bylaws should be Updated/Amended next year	Strategic Planning Committee
	11/15	Deadline for Membership review of candidates *	Membership/Nominating Committee
		Review any Member feedback to submitted slate of candidates*	Nominating Committee
	11/15-11/30	Voting*	Membership/Nominating Committee
December	by 11/30	Submit Next Year’s Budget Request to Treasurer	Standing Committee Chairs
	12/1	Tabulate Election Votes*	Nominating Committee
		Notify all Candidates and Membership of Election preliminary results*	Secretary
	12/8	Election Result Protest Deadline*	Nominee
	EC Meeting	Review Budget Rollup with EC	Treasurer
	12/15	Protest Resolution*	Board of Directors
	by 12/31	Publish Final Election Results to Membership*	Secretary
	by 12/31**	Submit Annual Budget to EC	Treasurer

* Election Year Activities/Checkpoints - dates set by Bylaws

** Dates set by Bylaws