

## DEADLINES FOR CHAPTER PRESIDENTS

### 2021 (1 YEAR PRIOR TO 2022 REGIONAL CONFERENCE)

#### by January 28:

- \_\_\_\_\_ Under President's leadership, the Chapter Board selects the dates & location of the Regional Conference.
- \_\_\_\_\_ President sends conference dates & location to Executive Office for online posting.

#### by February 15:

- \_\_\_\_\_ President appoints Program Chair & provides them with link to conference planner's handbook.
- \_\_\_\_\_ President appoints Composition Chair & provides them with link to conference planner's handbook.
- \_\_\_\_\_ President appoints Local Arrangements Host & provides them with link to planner's handbook.
- \_\_\_\_\_ President appoints Program Book Editor & provides them with link to conference planner's handbook.
- \_\_\_\_\_ President informs CMS Executive Office of all key conference personnel.

#### by April 15:

- \_\_\_\_\_ President appoints Program Committee members & communicates with each regarding procedure.
- \_\_\_\_\_ President ensures that the Program Committee compiles, edits & issues the Call(s) for Participation.
- \_\_\_\_\_ President ensures that the Score Review Committee compiles, edits & issues the Call(s) for Scores.

#### by May 6:

- \_\_\_\_\_ President contacts & engages keynote speaker(s) &/or special guest(s) for conference.
- \_\_\_\_\_ President appoints a Nominating Committee for fall election & communicates with them regarding procedure and timeline.
- \_\_\_\_\_ President works with Local Arrangements Host to explore catering costs & options.

#### by July 1:

- \_\_\_\_\_ Under President's leadership, the Chapter Board creates & submits a detailed budget for the conference.

#### by July 5:

- \_\_\_\_\_ President communicates with Program Chair regarding approved budget expenses for the conference.

#### by July 15:

- \_\_\_\_\_ Chapter President submits annual report of Chapter's activities to CMS National Vice-President.
- \_\_\_\_\_ President follows up on the progress of Nominating Committee's work for the fall election.

#### by September 16:

- \_\_\_\_\_ President communicates with CMS Executive Office regarding financial arrangement for keynote speaker(s).
- \_\_\_\_\_ President forwards biography, abstract & W-9 for keynote speaker(s) to CMS Executive Office.
- \_\_\_\_\_ President ensures that the Nominating Committee finalizes the ballot for fall elections & forwards election materials to CMS Executive Office (final submission deadline for ballot is October 1).

**by October 4:**

- \_\_\_\_\_ President ensures that Program Committee's work is on schedule.
- \_\_\_\_\_ President works with Program Chair to program a session addressing the annual common topic.
- \_\_\_\_\_ President reconfirms schedule & travel arrangements with invited speaker(s).
- \_\_\_\_\_ President makes needed lodging arrangements for invited speaker(s).

**November 2-8:**

- \_\_\_\_\_ Chapter Elections are held electronically.

**by November 10:**

- \_\_\_\_\_ President receives election results & notifies all candidates of their selection/non-selection.
- \_\_\_\_\_ President connects newly-elected board members with current board to establish mentorship.

**2022 (YEAR OF THE CONFERENCE)**

**by January 13:**

- \_\_\_\_\_ President ensures that Program Book Editor's work is on schedule.

**During the Week of the Conference:**

- \_\_\_\_\_ President presides during the annual business meeting of the chapter.
- \_\_\_\_\_ President announces details of next year's conference during the annual business meeting of the chapter.
- \_\_\_\_\_ President assists Program Chair where needed.

**FOLLOWING THE CONFERENCE**

**by 2 weeks After the Conference:**

- \_\_\_\_\_ President ensures that Treasurer completes post-conference tasks.

**by June 1:**

- \_\_\_\_\_ President ensures that Secretary sends annual business meeting minutes to Executive Office.

**by July 14:**

- \_\_\_\_\_ Chapter President submits annual report of Chapter's activities to CMS National Vice-President.