

DEADLINES FOR CHAPTER PRESIDENTS

2022 (1 YEAR PRIOR TO 2023 REGIONAL CONFERENCE)

by January 27:

- _____ 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 14:

- _____ 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 14:

- _____ 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 5:

- _____ 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 June 30:

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

by July 7:

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

by July 14:

- _____ 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 15:

- _____ 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 3:

- _____ 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 8-14:

- _____ Chapter Elections are held electronically.

by November 15:

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

2023 (YEAR OF THE CONFERENCE)

by January 12:

- _____ 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 13:

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