

Section on Women's Health Calendar for Appointed Volunteers (See your Action Items in Italics)

JANUARY		
Week 1	Executive Office	<ul style="list-style-type: none"> • Orientation Packets to new officers/directors • Welcome letter from President
	BoD/ Executive Office	<ul style="list-style-type: none"> • Action item updates due • Call for all CSM Agenda Items (<i>Submit your Agenda Items or Motions to your Board Liaison</i>)
	Executive Office	Order Elizabeth Noble and outgoing officer plaques
	Booth Coordinator	Blast email request for booth volunteers at CSM (<i>Encourage members to volunteer at the Section Booth</i>)
Week 4	Booth Coordinator	Second email blast request for booth volunteers at CSM
	Program Chair/ Executive Office	Monitor registration numbers, badges, certificates, speaker honorariums/CSM Program
FEBRUARY – COMBINED SECTIONS MEETING		
CSM	Incoming/Outgoing Nominating Committee Chairs	<ul style="list-style-type: none"> • Review previous year • Mentoring/suggestions from outgoing chair
	Incoming/Outgoing Nominating Committee Chairs	<ul style="list-style-type: none"> • Attend BoD meeting • Report at BoD meeting
	Committee/ Outgoing Nom. Chair/ Liaison to BoD	<ul style="list-style-type: none"> • Discuss Slate of Candidates • Review timeline and assign tasks • Develop goals for New Year • Orient new members
	Nom. Committee	<ul style="list-style-type: none"> • Attend Your Turn to Speak-Up • Announce and describe available offices • Solicit nominees and secure forms
	Nom. Committee/ Outgoing Chair	<ul style="list-style-type: none"> • Give outgoing chair report (Business Meeting) • Solicit nominations • Collect nomination and consent forms (committee) • Make list of nominees with all pertinent information listed (chair)
	All Volunteers Facilitator: Vice President	Meeting to discuss issues, share ideas.
	Dev Committee	Meeting to review policy
	Incoming Nom. Chair	Attend post business meeting BoD meeting (optional)
	BoD	CSM receipts due to Executive Office
	Week 2	Nom. Chair
Nom. Chair		Contact nominees not present at CSM to secure consent forms

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Week 4	Nom. Chair	Contact Executive Office for supplies
	Nom. Committee	Read/review Governance Manual
	Nom. Chair	<ul style="list-style-type: none"> • Write Journal article about election results and new office open • Fax to Journal Editor
	Nom. Committee	Plan Nominating Committee Task Timeline
MARCH		
Week 1	Nom. Committee	Canvas Membership for nominees (March-May)
Week 2	Nom. Chair	Develop written form with current positions and descriptions and send to Regional Course Coordinator to be announced at Section Courses
	Nom Chair	Organize/compile all previous committee paperwork into one source
	Nom. Committee	Contact Regional Reps to solicit nominees
Week 3	Media Coordinator	Draft letter to media team
APRIL		
Week 1	Media Coordinator	Send media letter and packet to media team
	Nom. Chair	Request previous budget from APTA
Week 2	Nom. Chair	Revise Candidate Statement request forms
Week 4	Booth Coordinator	Blast email request for booth volunteers at Annual Conference
MAY		
Week 1	Nom. Chair	Request Candidate Statements
		Ad submission deadline for Journal and Newsletter – May 1
Week 2	Nom. Chair	Candidate Statement reminders
Week 3	Booth Coordinator	Second email blast request for booth volunteers at Annual Conference
JUNE – APTA ANNUAL CONFERENCE		
Week 1 & 2	Nom. Chair	Submit bylaw changes to Practice Chair
	Nom. Chair	Prepare and send article to Journal about available positions/voting process. Organize candidate statements.
Week 4	Nom. Chair	<ul style="list-style-type: none"> • Submit budget to Treasurer • Compile Slate of Candidates • Report to Secretary before Retreat

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JULY- SEND YOUR AGENDA ITEMS & MOTION FORMS TO SECRETARY

Week 1	Nom. Chair	Prepare and send article to Newsletter editor about voting process and offices open
	Delegate	Delegate report due to Secretary

AUGUST – BOARD OF DIRECTORS SUMMER RETREAT

Week 1	Nom. Chair	Prepare ballots and printing
		Ad submission deadline for Journal and Newsletter – August 1

SEPTEMBER

Week 1	Nom. Committee	Send article to Newsletter and Journal editors about upcoming elections and process
	Nom. Chair	APTA staff send complete ballot to Chair for proofing
Week 2	Executive Office	Send ballots out to members
	Booth Coordinator	Begin planning for booth coordination for student conclave

OCTOBER

Week 2	Nom. Committee	<ul style="list-style-type: none"> • Deadline for ballot returns • Consult with chair about teller process
	Booth Coordinator	Finalize booth worker schedule for student conclave
Nominations for Elizabeth Noble Award – Forms due November 1st		

NOVEMBER

Week 1	Nom. Chair	<ul style="list-style-type: none"> • Teller work done • Prepare and send report to Chair
Week 2	Nom. Chair	Contact Secretary and President about election results

DECEMBER

Week 1	Nom. Chair	<ul style="list-style-type: none"> • Committee report to Secretary • Send letters to winners and appreciation letters to those not elected • Give names of those not elected to membership chair for other opportunities • Send updates to Governance Manual to Secretary
	Ad Coord	CSM ad deadline
	BoD/ Nominating Committee	Written reports to the Secretary from all Section officers, Directors, and Committees on activities, objectives accomplished, and goals for the following year
	BoD/ Nominating Com	Updates for the Governance Manual due to the Executive Office
Week 4	Nom. Chair	Send letter to Newsletter for May about election results and suggestions for improving future valid ballot return
	Ad Coord.	CSM ads sent to the Executive Office for inclusion in the CSM notes

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