

MACPZA Calendar

January – No Executive Board meeting

1. Treasurer –

- ☐ Close out prior year's financial report and start the new year
- ☐ Submit copies of Year End financial report and bank statements to Audit Committee for their Findings Report at the February Board Meeting
- ☐ January 1 - Send out Dues Notices to the membership – Due date of March 15th
- ☐ Send out dues notices every 2 to 3 weeks to those who have not paid

2. Secretary-

- ☐ Email District representatives and alternates to confirm membership and update files
- ☐ Email Committee members to confirm membership and update files
- ☐ Update email group:
 - Board of Directors, AMC policy analyst
 - Executive Board: Board of Directors, Past President, District Representatives and Alternates, Committee Chairs
- ☐ Send Outlook calendar invites to Executive Board (Board of Directors, Past Chair, District Representatives, District Alternates) and committee chairs.
- ☐ Prepare and email draft agenda to President, Vice President, Treasurer and AMC policy analyst at 2-3 weeks prior to Executive Board Meeting.
- ☐ Email Agenda, Treasurers Report, prior meeting minutes and any additional attachments 1-2 weeks prior to the Executive Board Meeting. Ask for confirmation of attendance so there are no red flags that there might not be a quorum.

February – Executive Board Meeting

1. Treasurer –

- ☐ Provide prior year end financial report to the Board
- ☐ Provide January 31 Financial Report and Membership Report to Board
- ☐ Send membership email list to AMC and Secretary

2. Audit Committee –

- ☐ Have the Audit Committee report their findings on Year End to the Board

3. Secretary-

- ☐ Update email group with new membership information received from Treasurer.
When you get bounce back emails, do research, reach out to the county and find out

if they are still there or who else should receive the information. Provide any updated information to the Treasurer

- ☐ Take attendance/roll call at meeting to ensure there is a quorum
- ☐ Summarize discussion in meeting minutes.
- ☐ Finalize draft minutes and send to Executive Board so Districts can refer to them in District meetings

March – No Executive Board meeting

1. Treasurer –

- ☐ Provide First Quarter Financial Report and bank statements to Audit Committee for their Findings Report at the April Board Meeting

2. Secretary-

- ☐ Prepare and email draft agenda to President, Vice President, Treasurer and AMC policy analyst at 2-3 weeks prior to Executive Board Meeting.
- ☐ Email Agenda, Treasurers Report, prior meeting minutes and any additional attachments 1-2 weeks prior to the Executive Board Meeting. Ask for confirmation of attendance so there are no red flags that there might not be a quorum.

April – Executive Board Meeting

1. Treasurer –

- ☐ Provide March 31 Financial Report and Membership Report to the Board

2. Audit Committee –

- ☐ Have the Audit Committee report their findings for the first quarter

3. Secretary-

- ☐ Take attendance/roll call at meeting to ensure there is a quorum
- ☐ Summarize discussion in meeting minutes.
- ☐ Finalize draft minutes and send to Executive Board so Districts can refer to them in District meetings

May – No Executive Board meeting

1. Secretary-

- ☐ Prepare and email draft agenda to President, Vice President, Treasurer and AMC policy analyst at 2-3 weeks prior to Executive Board Meeting.

- ☐ Email Agenda, Treasurers Report, prior meeting minutes and any additional attachments 1-2 weeks prior to the Executive Board Meeting. Ask for confirmation of attendance so there are no red flags that there might not be a quorum.

June – Executive Board Meeting

1. Treasurer –
 - ☐ Provide May 31 Financial Report and Membership Report to the Board
2. Board
 - ☐ Appoint a nominating committee, with the Vice-President serving as Chair of said committee, for obtaining candidates for election of officers in an election years
3. Secretary-
 - ☐ Take attendance/roll call at meeting to ensure there is a quorum
 - ☐ Summarize discussion in meeting minutes.
 - ☐ Finalize draft minutes and send to Executive Board so Districts can refer to them in District meetings

July – No Executive Board meeting

1. Treasurer & Vice- President
 - ☐ Prepare a budget to be approved (for recommendation to the Association) by the Board of Directors at the August Board meeting
 - ☐ Recommendation to the Board for setting the membership dues for the coming year
 - ☐ Update email list in preparation for annual meeting email list
2. Secretary
 - ☐ Send out email to the membership:
 - Nominations for awards
 - Exemplary Duty Award
 - William Patnaude Lifetime Membership Award
 - Tina Rosenstein Outstanding Service Award
 - Retirement Awards
 - Past Officer Awards
 - ☐ Prepare a report of the awards recipients to be approved by the Board and presented at the Annual Meeting
 - ☐ Prepare and email draft agenda to President, Vice President, Treasurer and AMC policy analyst at 2-3 weeks prior to Executive Board Meeting.

- ☐ Email Agenda, Treasurers Report, prior meeting minutes and any additional attachments 1-2 weeks prior to the Executive Board Meeting. Ask for confirmation of attendance so there are no red flags that there might not be a quorum.

August – Executive Board Meeting

1. Treasurer –
 - ☐ Provides July 31 Financial Report and Membership Report to the Board for approval by the board
2. Treasurer and Vice President
 - ☐ Provides a budget recommendation (with the Vice President) for the coming year for approval by the Board to recommend approval by the membership at the annual meeting
 - ☐ Provides a recommendation to the Board for setting dues for the coming year to be approved by the Board and to recommend for approval by the membership at the annual meeting
3. Audit Committee
 - ☐ Reports their findings for the fiscal year through the second quarter
4. Secretary
 - ☐ Provide a report of the awards recipients
 - ☐ Take attendance/roll call at meeting to ensure there is a quorum
 - ☐ Summarize discussion in meeting minutes.
 - ☐ Finalize draft minutes and send to Executive Board so Districts can refer to them in District meetings
5. Board
 - ☐ Accept the nominations for officers from the Nominating Committee
 - ☐ Approve the awards recipients

September – No Executive Board meeting

1. Treasurer –
 - ☐ Review Awards Recipients with Secretary
 - ☐ Order Awards
2. Secretary-
 - ☐ Send annual meeting notice 1 month prior to annual meeting; state if bylaws are being changed

- ☐ Prepare and email draft agenda to President, Vice President, Treasurer and AMC policy analyst at 2-3 weeks prior to Executive Board Meeting.
- ☐ Email Agenda, Treasurers Report, prior meeting minutes and any additional attachments 1-2 weeks prior to the Executive Board Meeting. Ask for confirmation of attendance so there are no red flags that there might not be a quorum.

October – Executive Board Meeting

1. Treasurer
 - ☐ Provide the September 30 Financial Report and Membership Report to the Board for Approval by the Board
2. Audit Committee
 - ☐ Report their findings for the fiscal year through the third quarter
3. Secretary-
 - ☐ Take attendance/roll call at meeting to ensure there is a quorum
 - ☐ Summarize discussion in meeting minutes.
 - ☐ Finalize draft minutes and send to Executive Board so Districts can refer to them in District meetings

October – Annual Meeting

1. Treasurer
 - ☐ Provide the September 30 Financial Report and Membership Report to the Board for Approval by the Board
 - ☐ Provide a budget for the coming year to be approved by the membership
 - ☐ Provide a recommendation for dues for the coming year to be approved by the membership
2. Audit Committee
 - a. Report their findings for the fiscal year through the third quarter
3. Secretary-
 - ☐ Send packet out for annual meeting 1-2 weeks prior to annual meeting
 - ☐ Create powerpoint if one is needed for meeting-ask Executive Board
 - ☐ Take attendance at annual meeting (use spreadsheet and mark 1 if in attendance for member and auto-sum to determine quorum)
 - ☐ Refer to Annual Conference Schedule in MACPZA miscellaneous file for location of next conference
 - ☐ After annual meeting, email membership the draft minutes; email administrators of award recipients.

November – No Executive Board meeting

1. Secretary-

- ☐ Prepare and email draft agenda to President, Vice President, Treasurer and AMC policy analyst at 2-3 weeks prior to Executive Board Meeting.
- ☐ Odd years: include the AMC contract on the agenda for approval at the December meeting
- ☐ Email Agenda, Treasurers Report, prior meeting minutes and any additional attachments 1-2 weeks prior to the Executive Board Meeting. Ask for confirmation of attendance so there are no red flags that there might not be a quorum.

December – Executive Board Meeting

1. Treasurer

- ☐ Provide the November 30 Financial Report and Membership Report to the Board for Approval by the Board
- ☐ Send out first round of Dues Notices around December 15th.

2. Secretary-

- ☐ Take attendance/roll call at meeting to ensure there is a quorum
- ☐ Summarize discussion in meeting minutes.
- ☐ Finalize draft minutes and send to Executive Board so Districts can refer to them in District meetings
- ☐ Secure meeting room locations for following year