

MACRAO Board & Committees Tasks		
Assigned To	Deadline	Assignment
Board of Directors	November	All MACRAO officers should join the State and Regional listserv.
Board of Directors/Committee Chairs	February	Winter Board of Directors meeting. Identify program theme and logo for call conference. Brainstorm ideas for possible sessions based upon feedback from fall conference and current events.
Board of Directors/Committee Chairs	June	Summer Board of Directors meeting (at conference site) to review conference facilities and select specific session topics, and to vote on officer nominations.
Board of Directors/Committee Chairs	September	Fall Board of Directors meeting to finalize all conference details.
Board of Directors/Committee Chairs	October	Annual fall MACRAO Conference.
Committee Chairs	February	Contact each committee member individually (preferably by phone) and thank him/her for volunteering to serve.
Committee Chairs	February	Notify the committee that they will receive further instructions about their duties and deadlines in late March.
Committee Chairs	February	Attend Executive Board meeting.
Committee Chairs	March	Send reminders to each member prior to all deadlines.
Committee Chairs	March	Submit a timeline to the committee for developing and submitting session ideas.
Committee Chairs	March	Contact committee members in writing with: Introduction of all committee members, Outline the charge of the committee (from the Handbook and MACRAO Constitution and Bylaws), the method of communication, the time commitment required for each member and the deadline and format for submitting session ideas.
Committee Chairs	April	Continue to communicate with standing committee.
Committee Chairs	April	Circulate submitted ideas to all members for review.
Committee Chairs	May	Forward final session ideas proposals to all committee members prior to Board of Directors summer meeting.
Committee Chairs	June	Secure session presenters (with assistance from committee members in recommending possible presenters).
Committee Chairs	June	Contact each potential presenter (or delegate this task to members) to secure a commitment.
Committee Chairs	June	Attend summer Board meeting to submit session proposals, providing as much explanation as possible about each session idea (including potential presenters, if known).
Committee Chairs	June	Work with VP for Programs and Projects to finalize session presenters and other details.
Committee Chairs	July	Work with Vice President for Programs and Projects if expense reimbursement or an honorarium is requested.
Committee Chairs	July	Obtain from the presenter a specific title and description for inclusion in the printed conference program.
Committee Chairs	August	Provide the following information to presenters: conference dates, date and time of session, conference location, and phone number for hotel reservations, chairperson's contact information.
Committee Chairs	September	Ask committee members to secure facilitators for each session and submit the names and phone numbers of volunteers to you.
Committee Chairs	September	Attend Executive Board meeting.
Committee Chairs	October	Send final confirmation to presenters. Letter or email should include at least the following information: conference location, theme, attire, number of conference and session attendees, directions, phone number, location of MACRAO registration desk for materials, room locations, time/date/title of session description, session chairperson, audiovisual accommodations, room set-up and number of expected participants for handouts.
Committee Chairs	October	Submit title and description information for each session to the Vice President for Programs for inclusion in the conference program.
Committee Chairs	October	Notify Vice President for Programs and Projects of any audiovisual needs requested by presenters.
Committee Chairs	October	Make one final call to each presenter and facilitator.
Committee Chairs	October	Attend and assist as needed with the fall conference.
Committee Chairs	October	Send thank you letter to each committee member.
Past President	November	Attend and assist as needed with the fall conference.
Past President	February	Attend winter Board meeting.
Past President	February	Begin working with nominating committee to identify possible association officers for the succeeding year.
Past President	February	Start identifying candidates for officer positions that will be open for succeeding fiscal year.
Past President	June	Attend summer Board meeting.
Past President	June	Present names of nominees for offices to the Board for approval.
Past President	September	Attend fall Board meeting.
President	November	Complete the State and Regional Association Information Form that provides information for mailing lists and for this Website.
President	November	Attend fall conference.
President	November	Prepare business meeting agenda.
President	November	Conduct annual business meeting.
President	November	Turn over information to incoming President.
President	December	Schedule summer Board meeting with conference site.
President	December	Notify AACRAO of change in Board members.
President	January	Select standing committee members and chairs.
President	January	Schedule winter Board meeting/secure meeting site.
President	January	Notify Board of meeting date/site.
President	January	Appoint members to conduct annual audit of Treasurer's records.
President	January	Submit request to the AACRAO Vice President for Association and Institutional Issues for MACRAO's choice (and alternates) to represent AACRAO at the Association's next fall conference.
President	February	Prepare Board meeting agenda.
President	February	Conduct winter Board meeting.
President	February	Upon request, provide president's photograph to the AACRAO Annual Meeting local arrangements committee.

Assigned To	Deadline	Assignment
President	March	Follow up from Board meeting.
President	March	Letter to VP for Communications for spring newsletter.
President	March	Schedule AACRAO representative for fall meeting.
President	April	Attend AACRAO conference.
President	May	Confirm rooms with conferences site for summer Board meeting.
President	May	Schedule meeting rooms, catering and staff for Board meeting.
President	June	Prepare Board meeting agenda.
President	June	Conduct summer Board meeting.
President	June	Follow up from Board meeting.
President	June	Receive request from AACRAO's Vice Chair of the Nominations and Elections Committee for recommendations for officer positions and Nominations and Elections Committee candidates.
President	July	Schedule site for fall Board meeting.
President	August	Secure awards for membership service.
President	August	Contact conference site for fall meeting room needs.
President	August	Schedule entertainment.
President	August	Contact AACRAO representative for travel arrangements.
President	September	Prepare Board meeting agenda.
President	September	Conduct fall Board meeting.
President	October	Follow up from Board meeting.
President	October	Order supplies for conference.
President	May	Send reminder to Board.
President and Past President	January	Confirm that all committee appointments (members and chairs) have been completed and that they have received instructions regarding their duties and deadlines (Handbook).
President and President Elect	December	Appropriate officers should attend the Workshop for State and Regional Presidents, Presidents-Elect, etc.
President and President Elect	April	If requested, assist Member Orientation Committee at AACRAO annual conference by staffing the Welcome Booth and by serving as a facilitator at the Orientation for First Time Attendees and New Members of AACRAO
President and President Elect	April	Attend a reception with AACRAO's Board of Directors at annual conference.
President Elect	November	Begin to maintain procedure manual with updates of responsibilities of position and general information.
President Elect	December	Attend AACRAO Leadership training for State and Regional Presidents President-Elects, and other Officers, in Washington, D.C.
President Elect	December	If MACRAO plans to host hospitality rooms at AACRAO's Annual Meeting for succeeding year, submit the appropriate request form to the AACRAO Office.
President Elect	February	Contact possible sites and make arrangements for Annual Missouri reception held on the Tuesday night of the national conference.
President Elect	February	Attend winter Board meeting.
President Elect	February	Notify the AACRAO Annual Meeting Conference News Editor about plans for state reception during the AACRAO meeting.
President Elect	April	Coordinate reception/dinner, attendance, and member notification for the Missouri Reception/Dinner at AACRAO.
President Elect	April	Begin spreadsheet possible vendors for MACRAO conference.
President Elect	April	Make contact with potential vendors at AACRAO conference.
President Elect	April	Mail registration forms, general information letter (with advertising information) for fall conference to existing and potential vendors.
President Elect	April	Deposit vendor registration payment in MACRAO account.
President Elect	April	Forward vendor registration payment information to the Treasurer as they are received.
President Elect	April	Forward advertising information to Vice President for Programs and Projects as received.
President Elect	June	Attend summer Board meeting.
President Elect	June	Coordinate Web Page for Conference Registration with vendor and VP of Programs .
President Elect	June	Maintain spreadsheet with attendance, payment, and advertising information for vendors.
President Elect	July	Send reminders to those vendors who have not responded.
President Elect	July	Send paid vendors Conference Meeting at a Glance.
President Elect	August	Receive request from AACRAO's Past President for suggestions for potential members for Professional Activities Committees for the next year.
President Elect	September	Attend fall Board meeting.
President Elect	September	make contact with vendors who have not paid or sent advertising information.
President Elect	September	Send list of attendees and general conference information to vendors.
President Elect	September	Receive request from AACRAO's Past President for names of candidates for Honorary Life Memberships.
President Elect	October	Assist as needed with the fall conference.
President Elect	October	Submit nominations for the State and Regional Professional Activity Award.
Secretary Historian	November	Attend and assist as needed with the fall conference.
Secretary Historian	November	Distribute copies of previous year's business meeting minuts for approval.
Secretary Historian	November	Make report at business meeting.
Secretary Historian	November	Prepare and submit to webmaster minutes of business meeting, with note of pending approval at next fall conferences business meeting.
Secretary Historian	February	Attend winter Board meeting.
Secretary Historian	February	Prepare and submit minutes to webmaster.
Secretary Historian	June	Attend summer Board meeting.
Secretary Historian	June	Prepare and submit minutes to webmaster.
Secretary Historian	September	Attend Fall Board meeting.
Secretary Historian	September	Prepare and submit minutes to webmaster.
Secretary Historian	October	Copies of meeting minutes are distributed to membership at the business meeting.

Assigned To	Deadline	Assignment
Treasurer	November	Attend and assist as needed with the fall conference.
Treasurer	November	Distribute copies of the treasury report to membership.
Treasurer	November	Make report at business meeting.
Treasurer	January	Provide audit committee with previous year's financial records including the check book, records of all deposits, withdrawals, etc.
Treasurer	February	Attend winter Board meeting and present updated Treasurer's Report.
Treasurer	May	Complete appropriate tax forms (including 990 EZ Information form), and annual financial reporting form for non-profit by May 15. Review any changes in the tax code to determine if filing requirements have changed. Check IRS on-line for details.
Treasurer	May	Submit Tax forms by May 15.
Treasurer	June	Attend summer Board meeting and present updated Treasurer's Report.
Treasurer	August	Submit books for annual audit to Audit Committee, (I'm making this up. We need to clarify with the Board).
Treasurer	September	Attend fall Board meeting and present updated Treasurer's Report.
Treasurer	October	Copies of treasury reports are distributed to membership at the business meeting.
Treasurer	Monthly	Balance checkbook and review accounts for accuracy. Resolve any discrepancies.
VP Elect for Programs and Projects	November	Attend and assist as needed with the fall conference.
VP Elect for Programs and Projects	February	Attend winter Board meeting.
VP Elect for Programs and Projects	June	Attend summer Board meeting.
VP Elect for Programs and Projects	September	Attend fall Board meeting.
VP for Communication	November	Email updated handbook and appendix to board and committee members
VP for Communication	November	Collate and report results of fall conference evaluations.
VP for Communication	November	Email new board and committee chair information to Webmaster for posting on website.
VP for Communication	January	Contact new committee members selected by President.
VP for Communication	February	Attend winter Board meeting.
VP for Communication	March	Prepare and distribute spring newsletter, if appropriate
VP for Communication	April	Attend AACRAO conference.
VP for Communication	June	Attend summer Board meeting.
VP for Communication	June	Fall conference registration promotional materials are mailed and emailed to members.
VP for Communication	June	Review handbook with Board to determine if updates need to be made before next distribution.
VP for Communication	August	Promote conference with additional emails on workshops, guest speakers and dining options
VP for Communication	September	Promote nominations for Professional Awards
VP for Communication	September	Attend fall Board meeting.
VP for Communication	September	Prepare and distribute fall newsletter, if appropriate.
VP for Communication	October	Attend fall conference and assist other Board members as needed.
VP for Communication	October	Collect information sheets from all new board members and Committee chairs to update information pages in the handbook to be distributed by email.
VP for Programs and Projects	December	Review conference evaluations and send follow-up information to all appropriate parties (i.e., thank you notes to presenters, evaluation summaries to Board and Committee members).
VP for Programs and Projects	February	Attend spring Board meeting.
VP for Programs and Projects	February	Identify program theme and logo for fall conference.
VP for Programs and Projects	June	Attend Board meeting with Committee Chairs to plan sessions and discuss conference. Determine exact number and type of sessions preferred (i.e., number of general and breakout sessions).
VP for Programs and Projects	June	Determine conference fees (early member, late member, non-member, guest, etc.).
VP for Programs and Projects	June	Notify Committee Chairs of sessions selected by Board.
VP for Programs and Projects	June	Ask Committee Chairs to prepare and submit exact session title, description, presenters, facilitators, audiovisual needs by August and encourage use of the conference theme.
VP for Programs and Projects	July	Mail/distribute conference registration information (include request for donation of college merchandise for door prizes and tentative list of vendors).
VP for Programs and Projects	July	Gather session audiovisual needs from Committee Chairs.
VP for Programs and Projects	July	Begin ordering all items needed for conference (i.e., T-shirt or other giveaway, bags/binders/folders, name badges and lanyards, pens, decorations in keeping with conference theme).
VP for Programs and Projects	July	Begin to gather information for conference packet (i.e. paper, Welcome Letter from Board of Directors, pocket program, facility map, detailed program, Board of conference, Officer Nominations list, Honorary Membership list, Vendor list, business meeting agenda, volunteer form, conference evaluation form, and vendor bingo form).
VP for Programs and Projects	August	Send reminder to Committee Chairs regarding session information needs.
VP for Programs and Projects	August	Create "at-a-glance" conference schedule.
VP for Programs and Projects	August	Prepare draft of conference program for fall Board meeting
VP for Programs and Projects	September	Attend fall Board meeting.
VP for Programs and Projects	September	Collect and prepare vendor information.
VP for Programs and Projects	September	Prepare certificates for all presenters.
VP for Programs and Projects	September	Gather vendor audiovisual and session needs.
VP for Programs and Projects	September	Make any room reservations for session presenters/guests, if needed.
VP for Programs and Projects	September	Collect prior year conference business meeting minutes and treasury report from the Treasurer and Secretary/Historian.
VP for Programs and Projects	October	Collect conference registrations and prepare database to be used for list of attendees in conference program.
VP for Programs and Projects	October	Prepare signs for each room indicating what is occurring during each time slot.
VP for Programs and Projects	October	Order conference folders, packet "gifts", and session presenters' gifts.

Assigned To	Deadline	Assignment
VP for Programs and Projects	October	Contact conference hotel regarding final audiovisual needs for vendors and sessions.
VP for Programs and Projects	October	Verify that all materials are together for program.
VP for Programs and Projects	October	Prepare conference folders and nametags.
VP for Programs and Projects	October	Give all conference presenters certificate of appreciation (in document covers).
VP for Programs and Projects	October	Have fun!
VP Membership	November	Attend and assist as needed with the fall conference.
VP Membership	February	Attend winter Board meeting.
VP Membership	June	Attend summer Board meeting.
VP Membership	June	Prepare and distribute membership renewal forms during annual membership drive.
VP Membership	September	Attend fall Board meeting.
VP Membership	June	maintain membership information in database for directory purposes and send membership confirmation letters as needed.
VP of Web Services	November	Post updated board and committee chair member information on website.
VP of Web Services	November	Post updated handbook and appendix on website.
VP of Web Services	November	Post conference photos and conference presentation materials to website.
VP of Web Services	February	Attend winter Board meeting.
VP of Web Services	February	Post minutes to website.
VP of Web Services	March	Post spring newsletter to website.
VP of Web Services	April	Attend AACRAO conference.
VP of Web Services	June	Post membership directory to website as renewals are received.
VP of Web Services	June	Attend summer Board meeting.
VP of Web Services	June	Post minutes to website.
VP of Web Services	June	Fall conference registration materials are posted to the website.
VP of Web Services	September	Attend fall Board meeting.
VP of Web Services	September	Post minutes to website.
VP of Web Services	October	Post fall newsletter to website.
VP of Web Services	October	Attend fall conference and assist other Board members as needed.







