

Sample: Chapter President Month-by-Month Calendar

SEPTEMBER

I. Rep Council

1. Negotiations Report
2. Approval of many Treasurer Reports
3. Approval of budget revisions in personnel (Exec. Director salary, etc.)
4. Verify ratification of election results
5. Encourage Committee Sign-ups this month

II. Board of Directors

1. Authorize payment of NCUEA dues
2. Appoint Rules and Elections Committee
3. Appoint members to school board interview team
4. Authorize Exec's attendance at NEA staff training
5. Appoint a Human Rights contact person
6. Status report to Executive Board on Performance Expectations of Executive Director

III. Committees

1. Release day for Committee Chairs if needed
2. Committees hold first meetings

IV. Other

1. Fall Leadership preparation
2. Negotiations
3. PERB Financial Report from Accountant - Secretary
4. Prepare materials for school visits
5. Consult volunteer form to all members
6. Prepare for New Rep Training

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OCTOBER

V. Rep Council

1. State Council Report
2. Distribute Committee Member Lists

VI. Board of Directors

1. Authorize attendance at NCUEA winter conference
2. Approve newsletter's Editorial Board's publication plan
3. Approve appointments to Scholarship Committee
4. Approve appointments to Grievance Committee
5. Approve Rules/Elections Team

VII. Committees

1. Get members for Scholarship Committee

VIII. Other

1. Prepare Rep Allocation Report at end of month
2. Pre-election reports for donations to endorsed candidates
3. New Rep Training (if not in Sept.)
4. Work-up elections calendar for committee (use CTA calendar)

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NOVEMBER

IX. Rep Council

1. Adopt budget revisions re: personnel (fringe benefits increases)
2. Rep training
3. Approve Elections Calendar

X. Board of Directors

1. Verify Faculty Rep Allocation Report
2. Authorize attendance at CTA Good Teaching Conference
3. Distribute copy of list of members of various committees
4. Authorize Christmas bonuses (hospitality)
5. Approve December office hours

XI. Committees

1. Contract - write survey if necessary
2. Community Action - Real Help or other assistance for holidays

XII. Other

1. Fall Leadership
2. Seek members for Good Teaching Conference
3. Prepare for Rep Training if necessary

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DECEMBER

XIII. Board of Directors

1. Cancel 2nd BOD meeting if not needed
2. Cancel Segment meetings if not needed

XIV. Other

1. Proof CTA membership roster (office staff)
2. Organize Holiday Open House (if desired)

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JANUARY

XV. Rep Council

1. First Reading of Contract Proposals
2. NCUEA Fall Conference Report

XVI. Board of Directors

1. Review bargaining proposals
2. Authorize contribution to MLK Jr. Scholarship Fund
3. Authorize attendance at Human Rights & Equity Conference
4. Authorize attendance at CTA Good Teaching Conference
5. Approve NEA Pacific Region Conference

XVII. Committees

1. Elections - announcement of state council & NEA delegates elections
2. Election Committee - receive minimum training
3. Scholarship - flyers & application are sent out to schools, Ad Notes article
4. Contract - hearings, final prep of proposals
5. Retirement - reminder notice regarding County workshop, pre-retire Ad Notes article
6. Membership - check on second semester hires for paperwork
7. EAC - meeting with taking minutes (at Rep Council)
8. Contract - Survey members & tally surveys

XVIII. Other

1. Contract Maintenance - get list of employees as hires for 2nd semester
2. EAC report to Registrar of Voters
3. "Please Post" for CTA scholarship
4. Send in registration for Good Teaching Conference