

MASTER LIST OF CCWC IMPORTANT DATES AND EVENTS		
ITEM	COMMENT	RESPONSIBILITY
		12/5/2020 13:08
JUNE		
Mid-Year GFWC Report		1VP
Complete Annual Balance of Accounts		Treasurer
Schedule Annual Account Review		Committee Chair
E-990 File	Deadline is 30 OCT -Do early	Treasurer
Reserve Room for Holiday Party		Social Chair
Set up CSPs		1VP
Renew Post Office Box		Treasurer
JUL		
Prepare draft budget		Treasurer
Renew Website Domain Name		Website Manager
Schedule New Member Social		Membership
Audit Committee meets and prepares annual audit report	Per by-laws, within 45 days of EOY	Audit Chair
AUG		
Present budget to Executive Board		Treasurer
Send out Save the Date Card- For Prospective Members	Early AUG	Membership
Design, print, send invitations to For Prospective Members	End of AUG	Membership
Plan Lunch/program for SEP mtg		Board of Directors
Submit data for yearbook		1VP, PRES, Publicity
SEP		
Hold New Member Social		3VP
Publish Yearbook update		Yearbook Chair
Report and fee to FL Dept of Agriculture & Consumer Services	DUE NLT 1 OCT	Treasurer
Submit Fall Board Registration		Pres/Treasurer
Present budget to Board		Treasurer
Submit Daisy Chain Articles		ALL Board Members
Prepare OCT Meeting speaker/lunch		Public Issues CSP
Report and fee to FL Dept of Corporations deadline		Treasurer
OCT		
Submit Daisy Chain Articles		ALL Board Members
Prepare for NOV Meeting		Education CSP
Plan DEC Luncheon		Social Chair

Audit Committee meets and prepares annual audit report	Per by-laws, within 45 days of EOY	Audit Chair
Volunteer of the Year Nominations		Prior Vol Winners
GFWC District 14 Dues Due		Treasurer
NOV		
Submit Daisy Chain Articles		ALL Board Members
Confirm Holiday Lunch Plans		Social Chairman
Select theme for Spring Fundraiser		2nd VP
Order materials for new members		Membership Chair
Make VOL of the YR selection		VOL Chairman
Order Plaque for VOL		VOL Chairman
DEC		
Announce Vol of the YR	at luncheon	VOL Chairman
Pay Mercer Insurance		Treasurer
Prepare for JAN Meeting		Arts CSP
Submit Daisy Chain Articles		ALL Board Members
Install new members		President
Create Program for Luncheon		President
Complete Membership Report to GFWC		Treasurer
JAN		
Secure Judges for Arts Competition		Arts CSP
CCWC Arts Competition	JAN Meeting	Arts CSP
Prepare for FEB Meeting		Home Life CSP
Submit Daisy Chain Articles		ALL Board Members
Volunteer of the Year Nominations	Due to District 1 FEB	VOL Chairman
Sell Ads for Spring Fundraiser		ALL Board Members
"Mid-year" budget review	Internal review only	Treasurer
FEB		
Submit Daisy Chain Articles		ALL Board Members
District Arts Show		Arts CSP
Elect 2 Board members for Nominating committee; Elect 3 from m'ship at general meeting		President
FL DEPT of STATE - Annual	Due NLT 1 MAY	Treasurer
Complete Annual Report to GFWC		1 VP
Register for GWFC Annual Convention		Treasurer
Prepare for MAR Meeting		Conservation CSP
Reserve space for May Lunch		Social Chair
Appoint bylaw review committee		President
MAR		

Audit Committee meets and prepares annual audit report	Per by-laws, within 45 days of EOY	Audit Chair
Submit Daisy Chain Articles		ALL Board Members
Begin reminders to pay dues	At general meeting, in newsletter, USPS mailing, in	Membership
Update job descriptions and operating procedures	Send to Recording SEC	ALL Board Members
Nominating Committee Report		Chair, Nominating Committee
Liability Insurance due		Treasurer
APR		
Submit Daisy Chain Articles		ALL Board Members
Slate of officers presented to membership		Chair, Nominating Committee
Register for GFWC FL-Spring		
Conduct election of officers	APR General Meeting	Chair, Nominating Committee
Dues reminder letter to sustainers		Membership
Locate oath of office for use in		President
All dues paid		Membership
MAY		
Submit Daisy Chain Articles		ALL Board Members
Audit committee appointed		President
Install new Officers	Installation Luncheon	President/GFWC-FL VP
Schedule Summer Lunch Bunch		1 VP
Reserve space for next fundraiser/pay Deposit		2nd VP/Treasurer
Identify CSP Chairs		1 VP