

Summer/September Checklist

Items to complete

Submit Council Directory information
Communication/flyers for Fall activities
Assist school with registration and orientation activities as agreed upon
Prepare and begin Membership Drive
Change check signers at bank
Make budget revisions as necessary
Fill any vacant offices or chairs as needed
Create committees as needed
Committee chairs to create event plans
Review procedures with new Board
Year End financial report & audit completed
Create & Distribute unit directory
Prepare for Fall Programs and Fundraisers

Executive Board

Approve budget
Approve programs and event plans
Approve fundraiser(s) and contract(s) not approved
Appoint Audit Committee (at least one member)
Appoint member to review monthly bank reconciliation (cannot be a check signer)
Fill any vacant offices (elected by Board)
Fill vacant chair positions (appointed by president, ratified by board)
Create and ratify committees as needed
Approve audit for January-June and recommend adoption by Association
Approve expenditures for attendance at Council Mtgs

Items for each meeting:

Present minutes for correction
Present financial reports
Approve bills to be paid
Ratify checks paid between meetings

Association

Approve budget
Approve programs and activities for year
Approve fundraisers and contracts not approved
Ratify Audit committee
Ratify Monthly Bank Reconciliation Reviewer
Appoint or Elect 2 Council delegates and 2 alternates
Elect Nominating Committee members (at least 2 months prior to election meeting)
Adopt audit for January-June
Adopt bylaws revisions (as needed) after CAPTA approval

Items for each meeting:

Present minutes for correction
Present financial reports
Approve bills to be paid
Ratify checks paid between meetings
Release funds for approved budgeted programs through the next Association Meeting