

APIC CALENDAR of ORGANIZATIONAL FUNCTIONS 2002

January	February	March	April	May	June
<p>Distribute listing of officers and committee appointments.</p> <p>4<sup>th</sup> Quarter Financial Report and Annual</p> <p>Budget to national APIC by 01-02 Distribute new budget to membership.</p> <p><b>BOARD MEETING</b></p>	<p>Presentation of Annual Report by past president.</p> <p>Plaque awarded to past president.</p> <p>Awards presented by the Awards Committee.</p> <p>Obtain list of members applying for certification and recertification and organize a study group.</p>	<p>Distribute revised membership to members.</p> <p>President-Elect verify with national office if By-Law changes sent to local APIC chapters</p>	<p>1<sup>st</sup> Quarter Financial Report mailed to National APIC by 04-02</p> <p>By-Law committee updates the by-laws and be prepared to present to the board at June meeting</p>	<p>President-Elect updates "Duties and Responsibilities."</p> <p>National APIC Convention in Nashville.</p> <p>Membership chair will provide Nominating Committee with list of current members eligible for office.</p>	<p>President-Elect presents By-law changes to Board members and receive approval. Present to membership and send copies to non-attending members (30 days prior to approval vote.)</p> <p>Board approval of date for actual election of officers; present to membership.</p> <p>Nominating Committee convenes.</p> <p><b>BOARD MEETING</b></p>
July	August	September	October	November	December
<p>Membership approval of Bylaws and send them into national APIC office for approval.</p> <p>2<sup>nd</sup> Quarter Financial Report mailed to National APIC by 07-02</p>	<p>Announce open offices on the ballot at the general business meeting.</p>	<p>Distribute revised membership list to members.</p> <p>Present slate of officers (ballot) to Board for approval.</p> <p>Present slate of officers to membership. Nominating Committee to mail ballots to membership.</p> <p>Present criteria and application forms for Awards Committee.</p> <p>President-Elect presents revised "Duties and Responsibilities."</p> <p><b>BOARD MEETING</b></p>	<p>Ballots counted by tellers on October 24<sup>th</sup> (tellers appointed by President).</p> <p>Notify candidates of election results.</p> <p>Motion to destroy ballots.</p> <p>Budget Committee meets to create 2003 budget.</p> <p>3<sup>rd</sup> Quarter Financial Report mailed to National APIC by 12-02</p>	<p>President-Elect develops officer and committee listing for 2003 along with goals.</p>	<p>Board Approval of 2003 budget. Present to membership for approval.</p> <p>Distribute 2003 program calendar to membership.</p> <p>Select Awards winners.</p> <p>President-Elect distributes 2003 listing of officers and committee appointments.</p> <p><b>COMBINED BOARD MEETING</b></p>

