

## *OEAFCSE District Director Calendar of TASKS & EVENTS “Year at a Glance”*

<i>JANUARY</i>	<i>FEBRUARY</i>	<i>MARCH</i>	<i>APRIL</i>	<i>MAY</i>	<i>JUNE</i>
<ul style="list-style-type: none"> <li>• Send Dues to state treasurer</li> <li>• Continue to remind people about awards, due to state awards chair Feb. 15</li> <li>• Answer awards question via e-mail</li> </ul>		•	<ul style="list-style-type: none"> <li>• Attend OEAFCSE post board meeting Friday after awards luncheon</li> <li>• Attend pre-board meeting also</li> </ul>	<ul style="list-style-type: none"> <li>• Set up new checking account</li> </ul>	<ul style="list-style-type: none"> <li>• Handle correspondence to assist in organizing delegates going to national meeting</li> </ul>
<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>	<i>OCTOBER</i>	<i>NOVEMBER</i>	<i>DECEMBER</i>
<ul style="list-style-type: none"> <li>• Attend summer board meeting (?)</li> </ul>	•	•	•	<ul style="list-style-type: none"> <li>• Begin collecting dues</li> <li>• Remind everyone to go on-line to register</li> <li>• Make out check for all district membership dues and send to State Treasurer</li> <li>• Print off new awards at a glance pages and begin recruiting people who are eligible</li> <li>• Set up a meeting or activity during the SE District Educators in-service</li> </ul>	<ul style="list-style-type: none"> <li>• Remind everyone about award opportunities</li> <li>• Assist with people who have questions about on-line awards form and guidelines</li> <li>• Remind everyone what state committee they serve on. Help new educators pick a committee</li> <li>• Give District report at OEAFCSE meeting during state or annual conference</li> </ul>

**“Questions, Comments, Other”:** Send sympathy, congratulations, etc. cards for members as needed. Small new hire gifts for incoming educators in the district, Contact new educators/potential members soon after joining OCES to invite them into OEAFCSE & explain benefits of the association. Respond to random e-mail requests and attend one or two Centra meetings.