

OEAFCs Member Resources _____ ***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"> • Develop committee agenda for business meeting. Have sub-committees set goals and develop plans (membership, diversity, research and studies) • Prepare committee report for business meeting. • Conduct silent auction or other fund-raiser at state in-service or Extension Conference to raise money for the 4-H FCS advanced scholarship. • Send cards to retiring members on behalf of the Association. Include information about Life Membership. (on-going project) 	<ul style="list-style-type: none"> • Contact district directors for names of new members to install in April. • Contact OCES Dir. Of Staff and Program Development about new educator orientation. Make sure membership brochures are available for the training. • Update membership roll on website 	<ul style="list-style-type: none"> • Prepare installation of new members • Print and frame creeds for new members • Send membership forms and brochures to VP for Prof. Dev. to insert in packets for non-members attending annual meeting. • Remind VP for Professional Development to include an opportunity for collecting OEAFCs Scholarship donations on the annual meeting registration form. • Check membership list on National website. • Update membership roll on the website, as needed 	<ul style="list-style-type: none"> • Install new members at annual meeting. • Prepare report for the annual meeting business meeting. • Prepare committee news article for e-Enterprise. Send to VP for Public Policy. • Update membership roll on the website, as needed. • Report to the membership on the 4-H FCS scholarship fund-raising efforts. 	<ul style="list-style-type: none"> • Update membership roll on the website, as needed. • Contact District Directors. Make sure they have brochures and enrollment forms for new employees and other prospective members. 	<ul style="list-style-type: none"> • Check membership list on the National website. • Update membership roll on the website, as needed.
<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>	<i>OCTOBER</i>	<i>NOVEMBER</i>	<i>DECEMBER</i>
<ul style="list-style-type: none"> • Review membership brochure and other marketing tools. Review with other committee members during OHCE Conference. • Submit Committee’s estimate of needs for the upcoming year to the treasurer. • Update membership roll on the website, as needed. 	<ul style="list-style-type: none"> • Update Membership roll on the website, as needed 	<ul style="list-style-type: none"> • Contact OCES Dir. Of Staff and Program Development about new educator orientation. Make sure membership brochures are available for the training. • Update membership roll on the website, as needed 	<ul style="list-style-type: none"> • Board meeting • Check membership list on the National Website. • Update membership roll on the website, as needed • Begin planning for silent auction or other method to raise funds for 4-H FCS Advanced scholarship 	<ul style="list-style-type: none"> • Update membership roll on the website, as needed • Provide newsletter article from committee to the VP for Public Policy for including in e-Enterprise. • Contact district directors with plans for 4-H FCS scholarship fund-raising. Have them discuss at each district fall/holiday in-service. • Contact planning committee for Jan. in-service or Extension conference to arrange location and time for silent auction or other chosen fund-raiser (OEAFCs 4-H Scholarship) 	<ul style="list-style-type: none"> • Make suggestions as appropriate to the VP for Prof. Dev. about program suggestions for the Annual meeting that would further the goals of this committee in networking, diversity and research and studies. • Arrange for committee members to assist with 4-H FCS scholarship fund raising.

“Questions, Comments, Other”: