

OEAFCs PAST PRESIDENT Calendar of TASKS & EVENTS “Year at a Glance” (developed 4-27-2011)

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Some, but not all, Past Presidents solicit <i>input from membership</i> toward officer candidates during OEAFCs Winter Meeting (during Extension Conference or FCS/4-H State In-Service). When doing so, specify offices to be filled, and qualifications per office. <ul style="list-style-type: none"> ✓ Prep & provide forms for input. ✓ Afterward, is helpful to prepare a spreadsheet of officer candidate input received. • Nominating Committee— discuss how officer candidate recruitment will be handled. • Remain in touch with Treasurer to know how Past Presidents Award funds are coming in. 	<ul style="list-style-type: none"> • Determine if suggested candidates qualify for offices to be filled: <ul style="list-style-type: none"> ✓ Contact potential candidates to determine interest in serving. ✓ Share tasks, duties (& in case of President-Elect and VP Public Affairs) the need to personally assist with funding some national &/or regional conferences they are expected to attend. • Secure a slate of qualified officer candidates. • Remain in touch with Treasurer to know amount of Past President Award donations as they are received. • Through VP for Awards & Recognition, following due date, secure all applications for Past Presidents Award. 	<ul style="list-style-type: none"> • Prepare <i>estimate of financial needs</i> for Past President duties and submit to Treasurer, for Proposed Budget. • Remind VP Awards & Recognition to order a plaque for Past President to present to outgoing President, during Awards Luncheon. • Prepare a Nominating Committee Report: <ul style="list-style-type: none"> ✓ Share report with OEAFCs Secretary, as an official attachment for Annual Session Business Meeting-Minutes, preferably ahead of the meeting to assist in prep for taking minutes. ✓ Provide report, in written & oral form, for OEAFCs Annual Session, Business Meeting. Written form can be e-mailed to members ahead of meeting &/or printed and distributed in registration packets. • Prepare for Officer Elections during OEAFCs Annual Session, Business Meeting. • Prepare an Officer Installation Ceremony to coordinate with the Annual Session conference theme. • Remain in touch with Treasurer to know how Past President Award funds are coming in. • Determine how many Past Presidents Awards can afford to be given, and work with committee to select recipient(s). <ul style="list-style-type: none"> ✓ Share Past Presidents Award recipient name(s) and brief summary of planned award use, for Awards Luncheon program, with VP for Awards & Recognition. 	<ul style="list-style-type: none"> • Following installation of President-Elect to President, at OEAFCs Post Conference Board Meeting: <ul style="list-style-type: none"> ✓ Assume duties as Chair of Nominating Committee of five, with other members being the four OEAFCs District Directors. ✓ Assume duties as Parliamentarian. ✓ Assume duties as Chair of the Past Presidents Award Committee, <i>with the other two members being OEAFCs Past Presidents, appointed by the new OEAFCs President</i> to serve during her/his 2-year term. <ul style="list-style-type: none"> • Purchase stamps; send claim form to Treasurer. • Secure stationery from VP for Awards & Recognition. • After OEAFCs Annual Session, send thank you notes to Past Presidents Award donors. 	<ul style="list-style-type: none"> • Be sure Past Presidents Award recipient(s) are posted on the OEAFCs award history chart. • Prepare Nominating Committee article, or other article (for example <i>parli pro tips</i>), for Spring/ Summer issue of e-Enterprise newsletter, & send to VP for Public Affairs by requested due date. 	<ul style="list-style-type: none"> •
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Prepare Nominating Committee article for Fall/Winter issue of e-Enterprise newsletter. Submit to VP for Public Affairs by requested due date, usually in early August. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Contact Past President Award recipient(s) to secure their <u>written report</u>, following their participation in NEAFCS Annual Session. • Purchase stamps; send claim form to Treasurer. • Secure OEAFCs Stationery from VP for Awards & Recognition 	<ul style="list-style-type: none"> • Check on balance in Past Presidents Award account. • Secure Past Pres addresses; • Prep a solicitation letter to secure additional funds for Past Presidents Award account. 	<ul style="list-style-type: none"> • Solicit donors among OEAFCs Past Presidents, for the Past Presidents Award. <ul style="list-style-type: none"> ✓ Include Past President Award recipient(s)' <i>written report(s)</i> in the solicitation letter.

During President-Elect year, and President's two year term, notice those having strong member support to move into leadership positions. Members may decline major office nominations, if the age of their children requires a lot of time, illness in family etc. They may continue to have strong support but not be nominated if they declined in the past—consider them too. Use these 3 years to observe members' strengths, follow-through, and interest in serving—and in which offices they are most interested or seem best suited.