

OEAFCs Vice President for Professional Development 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"> • Work on Irma Manning and Grace Spivey Professional Development Scholarships- Due Feb 1st • Make contacts with Donors about needs for meals and do the necessary paperwork to request their support. • Talk with Extension Finance on how receipts should be written and make them aware of the Association Meeting hotel expenses and meeting dates. 	<ul style="list-style-type: none"> • Make sure all <i>special guests</i> have been invited and confirm who plans to attend. • Finalize and send registration for OEAFCs Annual Meeting to all members, retirees, FEW, and staff • Assign duties from committee, such as registration table, tours, etc. 	<ul style="list-style-type: none"> • Contact hotel about any changes and meal count, after registration due date. • Make nametags and printed programs; match up guests with members for luncheons and make sure everything. • Make sure everyone on program knows what their responsibilities are and that they know who they need to introduce at what times. • Make all final plans and details and make sure everything is done and ready. 	<ul style="list-style-type: none"> • Hold Annual OEAFCs meeting • Look for hotel to hold next years meeting and then work on booking Hotel for next years’ conference • Look at evaluations and make necessary changes to location and schedule as needed. 	<ul style="list-style-type: none"> • Set date for next years annual meeting and send those dates out to staff, and administration • Sign Contract with Hotel for next year • Thank you notes to Donors, Speakers, and Special Guests for past conference 	<ul style="list-style-type: none"> • Begin gathering resources, speakers, programs, and other materials for conference
<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>	<i>OCTOBER</i>	<i>NOVEMBER</i>	<i>DECEMBER</i>
<ul style="list-style-type: none"> • Set a theme and begin work on Speakers and decorations, assign some of committee to decorations so they can begin gathering items. Go to NAEFCS website for ideas for programs, themes, and such 	<ul style="list-style-type: none"> • Contact potential speakers and programs and work on confirming all needs 	<ul style="list-style-type: none"> • Work on confirming and finalizing all speakers and programs 	<ul style="list-style-type: none"> • Make contacts with award chair and see what needs they have for tables, projector, etc... • Work with pres. , on Breakfast with Administration and who is making contacts and final plans 	<ul style="list-style-type: none"> • Continue to work on details and needs for conference • Recruit “Reviewers” for NEAFCS Concurrent Sessions, as requested by Nat’l VP 	<ul style="list-style-type: none"> • Continue to work on details and needs for conference • Send name of volunteer “Reviewer” to Nat’l VP, as requested

“Questions, Comments, Other”: