

## LWML BOARD OF DIRECTORS DATES TO REMEMBER

September, 2017

### January

- District President sends out Call to Board Meeting
- Upon receipt of Call to the Board, complete forms for Room Reservations, Mite Box and Stationary Needs (submit to administrative assistant); Expense Voucher (submit to treasurer at BOD meeting); Rally Schedule (submit to president); Zone Activities Report (submit to secretary); Updated Zone Officers List (submit to president and secretary.)
- Even years – A reminder to Society Presidents that delegates and alternates for District Convention be reported to Zone President by **March 1**. (*Unit Delegate Forms*). Zone Presidents set deadline for society submissions.
- Odd years – Delegates and alternates for National LWML Convention to be reported to District President by **January 15**.
- Odd years--District YWR's applications due by **January 15**
- Zone Treasurer send Membership contributions to District Financial Secretary by **January 15**, \$3.00 per member.
- Prepare Zone Activities Report for Recording Secretary and send by email or bring to **February Board Meeting**.

### February

- Zone President's Fall Zone Activities Report sent to District Secretary by **February 1**.
- *Quarterly* changes due **February 1<sup>st</sup>**. (*Quarterly Change/Order/Remittance Form*). Send to VP of Communications
- Attend Board of Directors meeting.
- Updated Zone Officers List to be emailed or handed to president and secretary at Board of Directors meeting.

### March:

- Even years – Registration for District Convention should be completed. Delegate and alternate names from societies returned to Zone President by **March 1<sup>st</sup>**.
- Odd years – Registration for LWML Convention should be completed.
- Even years—Zone selected YWR's names submitted to District YWR Committee by **March 30**.

### April:

- Church workers study grant applications postmarked by **April 15**. (Submit to Church Worker Study Grant Chairman)
- Even Years – Send Delegate and Alternate names to District Sec. for the Missouri District Convention by **April 1**.

### June:

- Conventions held.

### August:

- District President sends out Call to Board Meeting
- Upon receipt of Call to the Board, complete forms for Room Reservations, Mite Box and Stationary Needs (submit to administrative assistant); Expense Voucher (submit to treasurer at BOD meeting); Rally Schedule (submit to president); Zone Activities Report (submit to secretary); Updated Zone Officers List (submit to president and secretary.)

### September:

- Attend Board of Directors meeting.
- Begin research for the Statistical Report Form handed out by the VP of Organizational Resources at the September Board meeting and due by **November 1**.
- Even Years - Grant Applications for National LWML due **September 30** (Submit to VP Gospel Outreach)

### October:

- Good month to begin discussion on your delegates to the next convention. Give *Unit Delegate Forms* to Society Presidents in the odd years for Missouri District Convention to be held June.
- Odd Years - Grant Applications for MO District LWML postmarked by **October 31**. (Submit to VP Gospel Outreach)

### November:

- Complete and mail or email Statistical Report Form to Vice President of Organizational Resources by **November 1<sup>st</sup>**.

### December:

- Society membership contributions due **November 30** (submit to Zone Treasurer.)