

FMMC Annual Task Calendar

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Date (apprx)	Task	Person(s) responsible	Pres.	This pos.(fill in)
6.01	Set Board meeting dates	President, Foundation Director	x	
6.01	Issue call for yearbook information	Yearbook Editor		
6.01	Contract with caterer for President's Opening Reception	President, Treasurer	x	
6.01	Contract with caterer or venue for next year's Luncheon	President, Treasurer	x	
6.01	Calvary Baptist usage requests due to Program Director	Each official using Calvary Baptist, Program Director	x	
6.15	Calvary Baptist usage requests submitted to Calvary Administrator	President, with input from Program Director and VP Student Activities	x	
6.15	Archives/records: submit archive-relevant records from past and any prior year to Club office for filing.	Every officer, Director, and chair of a committee or function	x	
6.15	Luncheon: confirm location and date	President, Treasurer	x	
6.15	Fill vacant appointive positions	President, Foundation Director	x	
6.30	Deadline for yearbook information	All officers, directors, program and activity heads	x	
6.30	Last date for requesting reimbursements	All officers, directors, program and activity heads		
7.20	Calendar: verify with Calvary.	President, Program Director	x	
7.20	Review general brochure and revise if needed. Arrange for printing if necessary.	President and PR Director	x	
8.01	Sept. mini-Newsletter -obtain mat'l	President	x	
8.01	Send call for requests for Post reviews to Orch and Chorale chairs, WIC competition chair	PR Director		
8.05	Yearbook: draft ready for proofing	Yearbook Editor		
8.10	Season Calendar: send to PR Dir for Season Brochure. Send to President. Program Director	Yearbook Editor		
8.10	Inform Post of concerts to include in calendar for Fall Arts Guide. Prepare ad.	PR Director		
8.20	Inform Post of concerts requesting reviews	PR Director		
8.20	Sept. mini-Newsletter -send to printer	President		
8.20	Prepare and print Season Brochure	PR Director (President reviews)	x	
8.20	Select performers for opening Calvary concert	Program Director, President	x	
9.01	Oct. Newsletter: deadline for articles. (List Life Members if not done in May)	Newsletter Editor, writers		
9.15	Distribute Season Brochure and general brochure to venue chairs, orch, chorale, composers chairs.	PR Director		
9.15	Vacancies, elected posts: identify those that need filling in coming year.	Nominating Committee--chair		
9.15	Finalize budget for current FY	Treasurer, Finance Committee		
9.30	Sign certificates for Student Competitions	President, Student Activities VP	x	
10.01	Nov. Newsletter: deadline for articles	Newsletter Editor, writers		
10.01	Nominations: put call in newsletter	Nominating Committee--chair		
10.10	Draft fundraising letter	President - Treasurer reviews	x	
10.10	United Way application process begins	President, Treasurer	x	
10.15	Review fundraising form	President, Treasurer	x	

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11.01	Dec. Newsletter: deadline for articles	Newsletter Editor, writers		
11.01	Fundraising letter mailout	President, Treasurer, Assistant Treas	x	
12.01	Jan. Newsletter: deadline for articles	Newsletter Editor, writers		
12.31	United Way Application due	President	x	
1.01	Feb. Newsletter: deadline for articles	Newsletter Editor, writers		
1.15	Luncheon: plan details (menu, price etc)	President/Luncheon chair and site liaison member	x	
1.15	Vacancies, elected posts: present slate to Board of Governors	Nominating Committee--chair		
1.15	United Way application due about now	President, Treasurer	x	
2.01	March Newsletter: deadline for articles. Must cover nominees for elected office, changes to by-laws	Newsletter Editor, writers		
2.01	Submit slate of nominees to Newsletter for March edition	Nominating Committee--chair		
2.15	Luncheon: confirm speaker and performers	Luncheon chair, President	x	
2.15	Honorary Membership: nominations due to Board of Governors	Honorary Membership Committee		
3.01	Submit luncheon article and reservation form to Newsletter Editor.	President		
3.01	April Newsletter: deadline for articles. Include article on and reservation form for spring luncheon; also, bios of Honorary Members	President, Honorary Membership Chair, other writers.		
3.15	Appoint new competition chairs if needed	Student Affairs VP		
4.01	Newsletter: deadline for articles. Include application for performance in concert series for coming year.	Newsletter Editor, writers		
4.01	Submit 'application for performance' form to Newsletter Editor	Program Director		
4.15	Send call for budget information	Treasurer, Finance Director		
4.15	Identify vacancies, Special Committee chairs for coming year	President	x	
4.15	Life Members: identify for Annual Mtg	Administrative Assistant		
4.15	Life Members: send notification letter and invitation to luncheon (traditionally as guests of club).	President		
4.15	Write dues letter	President - Treasurer reviews		
4.15	Outreach: send reporting reminder to member email list	Outreach Director		
4.22	Budget : send out request forms	Finance Director		
4.25	Send dues letter and forms to printer	Assistant Treasurer		
5.01	Select luncheon venue for next year	President		
5.01	Send luncheon reminder via listserv	Luncheon reservations member		
5.01	Send performance apps by email	Program Director		
5.10	Budget information due to Finance Director	All officers, directors, program and activity		
5.01	Orch and Chorale officers meet to coordinate dates for next year	Orch and Chorale		
5.06	Annual Report: prepare and submit electronically to President and Recording Secretary	Every officer, Director, and chair of a committee or function		
5.15	Budget: submit requests to Treasurer	Every officer, Director, and chair of a committee or function		