

MAC, Inc. Board Annual Timeline *rev 10/15/2019*

January

- Finalize accounting for previous calendar year following reconciliation of December bank statement and prepare draft annual budget including editorial and website support for Board approval (Treasurer)
- Early January: remind membership to renew ASAP (Treasurer)
- Form Nomination Committee (President)
- Prep MCJA first issue mailing list for T&F (Treasurer)

February

- Remind membership who have not yet renewed to do so ASAP (Treasurer)
- Notify Membership of Nomination Committee makeup and solicit nominations (Secretary)
- Student Workshop Liaison (first-year Executive Officer) initiates planning for Annual Meeting (carry through as necessary coordinating with Annual Meeting Organizer; let President know plan by September 1)
- Student Paper Competition Liaison (second-year Executive Officer) initiates planning for judges and issues first call for submissions; set submission date in coordination with Annual Meeting Organizer.

March

- Prepare MAC, Inc. corporate tax return (Treasurer)
- Remind membership who have not yet renewed to do so ASAP (Treasurer)
- March 1 solicit proposals for the Annual Meeting Sponsored Symposium with a due date of May 15 (Secretary)
- Solicit Distinguished Career Award nominations from members (July 15 deadline) (Secretary)

April

- Promote fall annual meeting in national and regional publications, via social media, and through list serves (Annual Meeting Organizer/Secretary)
- Publicize Student Paper Competition and finalize judging committee (second-year Executive Officer/Annual Meeting Organizer/Webmaster/Secretary)
- Reminders re Distinguished Career Award nominations and Sponsored Symposium applications to membership (Secretary/Webmaster)
- Notify Membership of Nomination Committee makeup and solicit nominations (Secretary)
- Submit corporate taxes (due April 15) (Treasurer)
- Remind membership who have not yet renewed to do so ASAP (Treasurer)
- Reimburse Iowa OSA for domain name and web hosting annual fee (Treasurer)
- Prep MCJA 2nd issue mailing list for T&F (Treasurer)
- Send information on Book Reviews - # added online and # books ready for review (Secretary)

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May

- Early May - Reminders re Sponsored Symposium applications to membership (Secretary/Webmaster)
- Develop MAC website annual meeting online registration forms including abstracts for papers and posters; send annual meeting “save the dates” reminder including membership renewal reminder (Webmaster/Annual Meeting Organizer/Treasurer)
- May 15: deadline for Sponsored Symposium applications (Secretary)
- Select the Sponsored Symposium for the year’s Annual Meeting from among submitted proposals (all Board); President notify applicants by end of May
- E-990 Electronic Filing for Tax exempt status (Due May 15) (Treasurer)
- Remind Membership of Nomination Committee makeup and solicit nominations (Secretary)

June

- Non-Stock Corporate reporting to State of WI due June 15 (Treasurer)
- By June 30: open online registration for annual fall meeting via MAC website; send information to membership (Webmaster/Annual Meeting Organizer/Treasurer)
- Remind Membership of Nomination Committee makeup and solicit nominations (Secretary)

July

- Promote meeting registration via email and social media (Annual Meeting Organizer/Secretary)
- Remind Membership of Nomination Committee makeup and solicit nominations (Secretary)

August

- Finalize Election ballots (Secretary/Webmaster)
- Prep MCJA 3rd issue mailing list for T&F (Treasurer)
- Select Distinguished Career Award Recipient and request that John Doershuk order the plaque(s) (All Board/Secretary); President notify nominators and arrange Annual Meeting award plan
- Promote meeting registration and send weekly deadline reminders via email and social media (Annual Meeting Organizer/Secretary/Webmaster)
- Send information on Book Reviews - # added online and # books ready for review (Secretary)
- Run 30-day Election (Secretary/Webmaster)
- Send weekly reminders about voting for Board members (Secretary)
- MAP Editor/UND and President confer re Dissertation Prize winner; arrange Annual Meeting award plan

September

- President notify candidates of election outcomes and invite winners to Board lunch at annual meeting
- Promote meeting registration and deadline reminders via multiple emails and social media throughout the month (Annual Meeting Organizer/Secretary/Webmaster)

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- President receives MAP/UND – Dissertation Award information and coordinates for Award Ceremony (\$500 prize from MAC – Treasurer prepares check)
- Prepare Officer reports (President, Treasurer, Secretary, Editor)
- President prepares draft Board meeting agenda; Secretary circulates to current and incoming Board members for corrections/additions
- Board Annual Timeline circulated by Secretary to current Board members for additions/corrections; Secretary compiles update for distribution at Board lunch meeting

October

- Secretary forwards agenda, reports, and timeline to current and incoming members of the Executive Board (timing as appropriate to the Annual Meeting dates; typically, one week beforehand if possible)
- Annual Meeting
 - Board lunch meeting (typically Friday 11:30 am to 1:00 pm but can be adjusted)
 - Annual Business Meeting and Award Ceremony (typically Saturday starting ~4:00 pm)
- Update website and MAC letterhead with new board member contact information (Secretary/Webmaster): “elect” positions on website but not letterhead

November

- Update website with Annual Meeting award photographs and winner names (Webmaster/Secretary/President/Annual Meeting Organizer)
- Pay outstanding bills from Annual Meeting/transfer funds as appropriate (Annual Meeting Organizer/Treasurer)
- Send T&F final “catch-up” list for mailing the year’s MCJA issues 1–3 to late-renewing members missed in previous mailings
- Prepare minutes from Annual Business Meeting (Secretary)
- Send thank you letters to Annual Meeting sponsors (Annual Meeting Organizer provides list; Secretary prepares, President sends)
- Update website as needed (Webmaster)
- Send information on Book Reviews - # added online and # books ready for review (Secretary)

December

- Send membership renewal reminder/instructions for next calendar year (Treasurer)
- Finalize annual meeting accounting (following reconciliation of November bank statement); report to Board (Annual Meeting Organizer/Treasurer)
- Post printable MAC membership renewal form for the coming calendar year to website for those preferring dues payment by check (Treasurer/Webmaster)