

Northeast Region Construction Specification Institute Annual Operating Calendar

June 4, 2009

Introduction:

This calendar is intended to assist Region and Chapter Leaders in the successful completion of their duties by identifying the “due dates” for various tasks and activities that must be performed during the course of each year. This calendar is divided into two parts, Part 1, “365 Day Calendar” is a listing of tasks and activities that must be performed annually at approximately the same time each year and Part 2, “Meeting Calendar” covers tasks and activities directly related to Region Board meetings or the Region Annual Meeting where the “due date” is controlled by the date of the main event (Region Board Meeting or Annual Meeting). All “due dates” are the deadlines for the task or activity to be completed and may be completed prior to the listed date when appropriate.

NOTE: Some dates are subject to change due to Institute Requirements.

Part 1 - 365 Day Calendar

Due Date	Task	Responsibility	Reference	Notes
July				
5	Send request to previous year’s Committee Chairs for Annual Report covering previous fiscal year activities	Region Secretary		
7	Distribute Region Awards nominations to Awards Committee Sub-committees for review and selection	Region Awards Committee Chair		This date may move 1 or 2 months earlier – See note on July 31 date for review of Award Nominations
7	Distribute nominations for Region Distinguished Service Award to Distinguished Service Awards Jury	Region Awards Committee Chair		This date may move 1 or 2 months earlier – See note on July 31 date for review of Award Nominations
10	Establish date and Location of Fall Region Board Meeting if not already established as a part of the Schedule for the Region Conference	Region President with assist from balance of Region Executive Committee		
14	Notify Region Directors and Region Committee Chairs of date and location of Fall Region Board Meeting if not already established as a part of the schedule for the Region Conference	Region Secretary		
20	Send list of Region Directors and Region Committee Chairs to receive “Region Citations of Service Awards” to Region Awards Chair	Region Secretary		
20	Send names of Chapter to receive “Chapter Membership Awards” to Region Awards Chair	Region Membership Chair	RAR – Part 5, Section 10	
28	Complete “Annual Report on Region”	Region Secretary		
31	Complete “Audit” of Region Finances by Region Finance Committee or outside Auditor	Region Finance Committee		Done every 2 years at the end of the term of the

				Region Treasurer
31	Distribute Region Committee Chairs and Region Secretary's "Annual Reports" to Region Executive Committee, Region Directors, Region Committee Chairs and Chapter Presidents	Region Secretary		
31	Complete review of Region Award nominations that were submitted on time, select winners and report results to Region Awards Chair	Region Awards Subcommittees	RAR – Part 5, Section 7	This deadline is if Region Annual Meeting held after October 1 st . If Annual Meeting held earlier, dates changes to: June 30 th if Meeting in September and May 31 st if Meeting in August
31	Complete transfer of records, documents and other information from previous year's Region Officers, Directors and Committee Chairs to current year's incumbents.	Region Officers, Directors and Committee Chairs as appropriate.		
August				
5	All Region Committee Chairs with corresponding Institute Committees, contact Institute Committee Chair to establish communications and obtain Institute Committee "Objective" for coming year	Appropriate Region Committee Chairs	RAR – Part 7	
10	Contact Chapter for recommendation of members to be considered for Nomination to the position of Institute Director	Chair - Region Nominating Committee		Only done on years when there will be a vacancy in the position of NE Region "Institute Director"
10	Distribute copy of "Year-end" Region Financial Report to Executive Committee, Region Directors, Region Committee Chairs and Chapter Presidents	Region Treasurer		
15	Contact all Chapter Committee Chairs in all Chapters to establish communications and to distribute information on Committee activities where Chapter Chairs is member of Region Committee.	All Region Committee Chairs with corresponding Chapter Committee	RAR – Part 4, Section 12 and Part 7	
15	Contact all Committee Members to establish communications and to distribute information on Committee activities	All Region Committee Chairs where Region Committee consists of members appointed by Region President	RAR – Part 4, Section 12 and Part 7	
20	Complete selection of all appropriate Region Award Recipients and report to Region Executive Committee	Chair – Region Awards Committee		This date may move 1 or 2 months earlier – See note on July 31 date for review of Award Nominations
25	Notify all Award recipients of awards so that they can plan on being present to accept awards	Region President, Vice President or Chair of Awards Committee as appropriate	RAR – Part 5, Section 8	This date may move 1 or 2 months earlier – See note on July 31 date for review of Award Nominations

September				
7	Send reminder to Chapter Awards Chairs about submission of nomination forms for “Outstanding Chapter Commendation Awards” and for other Institute Award Nominations including nominations for Fellowship.	Region Awards Chair		
25	Obtain and prepare all Region Awards presentation materials	Region Awards Chair		This date may move 1 or 2 months earlier – See note on July 31 date for review of Award Nominations
October				
10	Chapter submit recommendations of members for consideration by Region Nominating Committee for position of Institute Director	Chapter President or Chapter Secretary		Only done on years when there will be a vacancy in the position of NE Region “Institute Director”
25	Complete nomination process for position of “Institute Director”	Region Nominating Committee Chair	RAR – Part 3 (Region Bylaws) Article VIII	Only done on years when there will be a vacancy in the position of NE Region “Institute Director”
November				
1	Submit names of members nominated for position of “Institute Director” to Institute Secretary	Region Secretary	RAR – Part 3 (Region Bylaws) Article VIII	Only done on years when there will be a vacancy in the position of NE Region “Institute Director”
15	File Region Income Tax	Region Treasure		
December				
1	Contact related Chapter Chairs to promote Institute Programs related to Committee activity	Region Committee Chairs with relationship to Institute Programs		Region Committee Chairs with corresponding Institute Committee
31	Determine “Home Chapter” membership for all Chapters as basis for determining following year’s Region Assessment.	Region Treasurer	RAR – Part 3 (Region Bylaws) Article XII	
January				
1	Mail Chapter Assessments to Chapter Treasurer	Region Treasurer		
1	Notify Chapter of process to be used if Chapter Members desires to serve on Institute Committee or Task Team	Region President & Vice President (Institute Directors)		
2	Nominations for Distinguished Membership and Honorary Membership must be received by Institute Office.	Region or Chapter Awards Chair		
10	Establish date and Location of Spring Region Board Meeting	Region President with assist from balance of Region Executive Committee		
14	Notify Region Directors and Region Committee Chairs of date and location of Spring Region Board Meeting	Region Secretary		

15	Region Committees submit "Mid-year Activity Report to corresponding Institute Committee	Region Committee Chairs with corresponding Institute Committee		
15	Nominations for Institute Fellowship must be received by Institute	Chapter Awards or Chapter Fellowship Chair		
15	Nominations for all Institute Awards (except Distinguished Membership and Honorary Membership) must be received by Institute Office.	Chapter Awards Chair		Region Committee Chairs with corresponding Institute Committee
15	Nominations for Dale C. Moll Student Activity Fund Award must be received by Institute Office	Student who is making self-nomination or Chapter Awards Chair		Region Committee Chairs with corresponding Institute Committee
February				
1	Region Assessments for current fiscal year from all Chapters to Region Treasurer	Chapter Treasurers	RAR – Part 3 (Region Bylaws) Article XII	
15	Submit recommendation for Region Members to serve on Institute Committees and Task Teams	Region President & Vice President (Institute Directors)		
15	"Budget Request allocations" solicited from Executive Committee Members and Region Committee Chairs	Region Finance Committee Chair		May need to be earlier based on date of Region Board Meeting
28	Provide recommendation to Region President on members to be considered for election to positions of Region Secretary or Region Treasurer, as appropriate	Region Nominating Committee (Chair)	RAR – Part 4, Section 12	
28	Provide recommendation to Region President on members to be considered for appointment as Region Committee Chairs	Region Nominating Committee (Chair)	RAR – Part 4, Section 12	
March				
1	"Budget Requests" due from Executive Committee Members and Region Committee Chairs	Executive Committee Members and Region Committee Chairs.		May need to be earlier based on date of Region Board Meeting
1	Submit payment to Region Legal Counsel for services as Region Agent if payment is required	Region Treasurer		
30	Propose Region Budget for following fiscal year along with Finance Committee Recommendations	Region Finance Committee and Treasurer	RAR – Part 4	May need to be earlier based on date of Region Board Meeting
April				
15	Appoint members to serve as Region Committee Chairs for 2-year terms where vacancies will exist in following fiscal year	Region President with advice of Executive Committee	RAR – Part 3 (Region Bylaws) Articles VII and X	

15	Appoint members to serve as Members of Region Committees where committee membership is not a function of serving as Chair of Chapter Committee or the result of Chapter selection.	Region President with advice of Executive Committee	RAR – Part 4	
15	Appoint members to serve 2-year terms in each category as members of the Distinguished Service Award Jury.	Region President with advice of Executive Committee	RAR – Part 5, Section 10	
20	Send notification to Presidents of Chapters who’s Region Director’s Term expires at end of fiscal year requesting name of new Region Director to serve the following 2 years.	Region Secretary	RAR – Part 3 (Region Bylaws) Article V, Section 2.a.	
20	Send request to Chapter President’s of all Chapters requesting name of Chapter Member to serve on Region Nominating Committee for the following year.	Region Secretary		
30	Send notification to all Region Members who will serve as Region Chairs or members or Region Committees for following fiscal year as the result of a Region Appointment including either a copy or a reference to the “Role & Responsibilities” for the committee.	Region Secretary		
30	Notify Institute of names of all Region Members who will serve as Region Committee Chairs for following fiscal year	Region Secretary		
30	Notify Region Legal Counsel – Sheehan Phinney Bass + Green PA; 1000 Elm St.; PO Box 3701; Manchester, NH 03105-3701 of following Fiscal Year Region Officers and Region “Contact Information”. Submit updates to Legal Counsel in the event of changes to report within 30 days of date of change.	Region Secretary		
30	Notify Institute of names of all Chapter Officers and Chapter Committee Chairs for following fiscal year	Chapter Secretary		
30	Deadline for the submission of all nominations for Region Awards made by Chapters or by individual members to Region Awards Chair if Annual Meeting held during month of August	Chapter Awards Chairs or groups of individual members		This is alternative date in event Annual Meeting held in August
May				
1	Submit request to offer Certification Exams at Region Conference to Institute	Region Certification Chair		
30	Deadline for the submission of all nominations for Region Awards made by Chapters or by individual members to Region Awards Chair if Annual Meeting held during month of September	Chapter Awards Chairs or groups of individual members		This is alternative date in event Annual Meeting held in September
June				
1	All Chapters post list of incoming Officers, Directors and Committee Chairs to Region website	Chapter Webmaster		
15	Submit names of Members to serve on Region Nominating Committee to Region Secretary	Chapter Secretary		
15	Submit names of members to serve as Region	Chapter Secretary	RAR – Part	

	Director for Chapter where current Director's term expires at end of fiscal year to Region Secretary		3 (Region Bylaws), Article V	
30	Region Committees submit "Year-end Activity Report" to corresponding Institute Committee if required	Region Committee Chairs with corresponding Institute Committee		
30	Deadline for the submission of all nominations for Region Awards made by Chapters or by individual members to Region Awards Chair if Annual Meeting held after October 1 st .	Chapter Awards Chairs or groups of individual members	RAR – Part 5	This date may move 1 or 2 months earlier – See note on July 31 date for review of Award Nominations
30	Distribute roster of next fiscal year's Region Executive Committee, Region Board members and Region Committee Chairs to all Region Leaders	Region Secretary or download from Region Website		

Part 2 – Meeting Calendar (for Region Board and Annual Meetings)

Bold Text denotes Annual Meeting activities

Days before event	Task	Responsibility	Reference	Notes
50	Establish date and arrange for venue for Region Annual Meeting (Normally a part of Region Conference)	Region Executive Committee		
35	Send copy of "Standing Rules for the Annual Meeting" to Chapter Presidents and request that copies be given to all Chapter Members that will be attending Annual Meeting	Region Secretary	RAR – Part 4, Section 11	
35	Establish date and arrange for venue for Region Board Meeting	Region Executive Committee		
30	Notify Executive Committee Members, Region Directors and Region Committee Chairs of location, date and time of Region Board Meeting if they are expected to attend	Region Secretary		
30	Request submission of Region Director and Region Committee & Task Team Chair Reports and any Board Recommendations that require action be submitted to Executive Committee, Region Directors and Region Committee & Task Team Chairs.	Region Secretary		
20	Send reminder for submission of Reports and Recommendations	Region Secretary		
20	Submit written motions to be considered at Annual Meeting to Region Secretary	Chapters and Individual Members	RAR – Part 4, Section 11	
20	Distribute copy of "Standing Rules for the Annual Meeting" to all Chapter	Chapter Presidents	RAR – Part 4, Section 11	

	members that will be attending Annual Meeting			
18	Assist Region President in preparation of Agenda for Meeting	Region Secretary		
14	Distribute Agenda, Region Director Reports, Region Committee Chair Reports, Recommendations and all other relevant material to Executive Committee, Region Directors, and Region Committee Chairs	Region Secretary		
0	Region Board Meeting or Annual Meeting			
Within 4 weeks after meeting	Distribute "Draft" Minutes of the Region Board Meeting to Executive Committee Members, Region Directors and Region Committee Chairs.	Region Secretary		
Within 6 weeks after Annual Meeting	Approve Minutes of Annual Meeting	Region Executive Committee	RAR – Part 4, Section 11	
Immediately following approval of Annual Meeting Minutes	Send copy of "Approved Minutes" and list of Current Region Directors to Region's Legal Counsel and to Region's Corporate Agent	Region Secretary		