

Perennial Calendar and Deadlines

[originally compiled November 4, 2020]

Fiscal Year September 1-August 31

Membership Year September 1-August 31 [New Membership Year July 1-June 30 (proposed in 2020)]

September

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
During September Board meeting	√		Investment Partner Menu	Updated Investment Partner Menu reviewed by board members-Sponsorship Chair
Mid-month	√		Membership campaign	Develop membership renewal letter /materials-President/ED

October

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
16	√	√	Cash Back Form for membership campaign	Due to NSPRA; see Chapter Leaders deadlines-President/ED
Mid-month	√		Fall Drive-in Conference	One-day Professional Development (PD) offering-PD Committee
30	√	√	Cash Flow Report/IRS Exempt-Organizations-Form-990-N-e-Postcard	Submit the completed cash flow report to Tommy Jones at tjones@nspra.org -MASA staff/Treasurer
30	√	√	Chapter Report	Due (for November NSPRA Executive Board meeting). Submit form via email to your regional vice president. President/ED
31	√	√	Current Membership List	Due to NSPRA-President/ED

November

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
1	√		Investment Partner	Investment Partner Year extends from November 1-

			Year Begins	October 31 annually-Sponsorship Chair
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
16 (no later than)		√	First email re: join NSPRA	See Chapter Leaders deadlines President/ED
18	√		Board insurance renewal date	See explanation -President/ED

December

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
During December Board Meeting	√		Review Executive Director contract	Must notify Executive Director in writing of renewal by January 1-President

January

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
1	√		Executive Director Contract	If renewing, notify Executive Director by January 1-President
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED

February

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
1		√	NSPRA National Seminar scholarship applications	Applications are due (more details at www.nspira.org/nspra_foundation_scholarships): <ul style="list-style-type: none"> • Foundation Seminar (2) • Armistead New Professional Seminar • Dawn K. McDowell Memorial • Don Bagin Memorial • Pat Jackson Seminar • Executive Board's Seminar • Leaders Memorial Scholarship • #K12PRChat Scholarship
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board	Board members, committee chairs, ED

			Meeting	
14		√	Barry Gaskins Mentor Legacy Award nomination	Forms are due (details at www.nspra.org/awards/recognition_awards/gaskins)-President/ED
14		√	NSPRA Presidents Award nomination	Forms are due (details at www.nspra.org/awards/recognition_awards/presidents)-President/ED
Mid-month	√		Notice to members of annual meeting	Notify all members of the annual meeting in writing 30 days in advance of the meeting date-Board Secretary
26	√	√	Chapter Report	Due (for March NSPRA Executive Board meeting). Submit form via email to your regional vice president. President/ED
28	√		Executive Director contract	Renews, if previously board approved

March

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
Mid-month	√		Annual Conference and Annual Meeting	Annual Report presented at the Annual Meeting-President
15 (no later than)	√		Appoint Nominating Committee	3 board members and 2 from general membership to develop a slate-President
31 (no later than)	√	√	Second email re: join NSPRA	See Chapter Leaders deadlines President/ED

April

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
1		√	NSPRA Executive Board nomination materials	Due into the Executive Board Search Committee (more details at www.nspra.org/election-info)-President/ED
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
During April Board meeting	√		Board Reviews MASA contract	Per item 7 in contract between MASA and MSPRA -President/ED
15 (no later than)	√		Ballots sent to members	Written ballot shall contain a space for write-in votes for each office-President/ED
15		√	Bob Grossman Leadership in School	Forms are due (more details at www.nspra.org/awards/recognition_awards/grossma

			Communications Award nomination	n)-President/ED
After April Board meeting	√		Set annual MASA Contract Review Meeting	With MASA and MSPRA representative-President/ED

May				
DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
5	√		Board insurance renewal date	See explanation -President/ED
15	√	√	Mark of Distinction Entries are due	Download the Mark of Distinction program description, entry guidelines and entry form at https://www.nspra.org/awards/chapter -President/ED
18	√		Awards and Recognition Deadline [suspended in 2020]	All entries are due on this date-Awards and Recognition Chair
31	√	√	Chapter officer election results	Submit the information to Associate Director Mellissa Braham at mbraham@nspra.org . Please indicate when they will officially take office. (Note: Please submit the slate of new officers when results are available or by May 31.)-President/ED

June				
DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting	Board members, committee chairs, ED
Mid-month	√		Spring Drive-in Conference	One-day Professional Development (PD) offering-PD Committee
21	√	√	Chapter Report	Due (for July NSPRA Executive Board meeting). Submit form via email to your regional vice president. -President/ED

July				
DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
1	√		MASA/MSPRA	Automatically renews unless 60-daynotice was given-

			Contract	President/ED
1		√	Learning & Liberty Legacy Leader nominations	Due (more details at www.nspra.org/learning-liberty-legacy-leader-recognition). -President/ED
First week	√		Executive Board Meeting usually suspended unless pressing business	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Meeting usually suspended so we can attend NSPRA	Board members, committee chairs, ED
Second Week	√	√	National Seminar	Many MSPRA Officers, ED attend
30	√		Executive Director Evaluation	Due by July 30 to Board President-Board members

August

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Weekly	√		MSPRA Minute	Electronic publication-President-elect
First week	√		Executive Board Meeting	President, President-elect, Secretary, Treasurer, Past President, Executive Director (ED)
Second week	√		Whole Board Retreat	Board members, committee chairs, ED
During Board Retreat	√		Review of Strategic Plan	Identify Annual Board Goals-Board members

Other Important “To Do” Items

DATE	MSPRA	NSPRA	ITEM	DETAILS/RESPONSIBLE PERSONS
Monthly or as needed	√		Welcome notes to new members	As identified at Whole Board meetings-Board members who volunteer