**FY 2017 - Time and Action Plan for Michigan Association of Senior Centers Board of Directors**

**January**

Conference Chair:

1. Final Report to the Board: Review evaluations from 2017 Conference along with budget outcome.
2. Pick a theme for the 2018 Annual Conference.

President and selected members of the board:

1. Review Administrative Assistants job performance.

Standards Chair:

1. Certification renewals go out.

Membership Chair:

1. Provide Board with new membership list

Treasurer:

1. Audit is done in February

**March**

*Board Meeting: Friday 17, 2017*

President:

1. Appoint nomination committee for elections if it is the year a new board will be elected.

Conference Chair:

1. Confirm conference location, budget, keynotes, topics and presenters.

Treasurer:

1. Audit is reviewed by board.

**April**

Conference Chair:

1. Confirm main sponsor so we can identify them in the conference brochure.

President:

1. On year of election a nominating committee will be established to solicit nominations.

**May**

*Board Meeting: Friday 19, 2017*

Conference Chair:

1. SAVE-THE-DATE notification send out regarding Conference.

**June**

Standard Chair

1. Certification and recertification’s books and packets are due.

Membership Chair

1. Membership notices go out.

Conference Chair:

1. Conference Brochures mailed out.

**July**

*Board Meeting – 21, 2017*

Standards Chair: Review recertification and certification and send out notices accordingly.

**August**

President:

1. Send out slate of candidates for board elections.

Membership:

1. Send reminders of membership renewal to those we did not receive.

Conference Chair:

1. Vendor letters sent out with conference brochure.

Standards:

1. Send out approval letters.

**September**

*Board Meeting – September 15, 2017*

Conference Chair:

1. Second notice sent out as a reminder of the conference.

All Board Members:

1. Annual reports due in writing to Secretary for compilation for annual meeting. This includes reports from the following: President, Treasurer, NISC Delegate, Standards, Training, Membership, and Legislative.

Secretary:

1. Ballots mailed out September 1 and back September 30.

**October**

Conference Chair:

1. Email reminders out regarding conference.

Standards Chair:

1. Purchase plaques and renewal tabs.
2. Make certification for plaques.
3. Gather all certification information needed for conference.
4. Keep CEU’s updated and available.

**November**

***MASC CONFERENCE Wednesday, November 1-Friday November 3,2017***

President:

1. New board announced at the annual meeting! (Take a picture for website)

Standards chair:

1. Certification renewal presented at annual meeting.