

Stepping up to leadership Presentation

TIMELINE FOR INCOMING CLUB PRESIDENTS

The following is a timeline of events to be aware of and is only meant to be a guideline. The Club President should confirm the timing of the ADDC Convention, ADDC Regional Meeting, and ADDC election guidelines at the beginning of each year to determine changes to the Timeline. This Timeline assumes the Region Meeting to be held in late March or early April and ADDC Convention would be held in September. Other events may supersede the dates.

NOVEMBER (IN YEAR ELECTED)

Incoming President selects the installing officer.

DECEMBER (IN YEAR ELECTED)

Joint Board Meeting:

(Outgoing Board)

1. End of year reports. (Reports from each officer, directors and committee chairs.)
2. Treasurer's general consent items regarding bank signatures.
3. Outgoing Board members transfer their files to their successors. (Note: This should be accomplished for continuity.)
4. President should brief the President – Elect on unfinished projects that may carry forward into the succeeding year.

(Incoming Board)

1. Board should approve the appointment of Parliamentarian.
2. Board should approve the appointments of Committee Chairs.
3. Present Guideline Manuals for all new incoming Board Members.
4. Set-up tentative calendar for the year, with dates of Board Meetings and Membership Meetings with times confirmed with hotel. (Make sure to check for conflicts with ADDC Regional Meetings and ADDC Convention.)
5. Discuss Goals for the year and/or special projects or plans for the year.
6. Incoming Treasurer should have bank signature cards ready for signatures of the President, Vice President and Treasurer to sign.
7. Check to see if Bond for Board Members needs to be renewed.

Membership Meeting:

1. Present to Membership location and cost for membership meetings for the following year.
2. Announce that all expenses need to be turned in by Dec. __, to ensure payment within this budget year.
3. Installation of Officers and Directors.

JANUARY

Board Meeting:

1. Ratify any actions taken at preliminary Board meetings in Nov. and Dec. of previous year.
2. Remind Board contacts committee budget requests are due at the February Board meeting.
3. Approve:
 - a. New member applications.
 - b. Gifts to be presented to speakers during the year.
 - c. Date for directory to be email to members.
 - d. Deadlines for Bulletin articles, etc.
 - e. Calendar of Events for year.
4. Goals for the Club and Members.
5. Budgets for Committees should be ready for February Board Meeting.

Membership Meeting:

1. Stress renewing membership and recruiting new members.
2. Discuss and finalize Calendar of Events for year.

February

Board Meeting:

1. Budget requests from committee are presented.
2. Approve site and costs for events throughout the year.
3. Approve Budget to present to Club members at Membership meeting.
4. Submit Club nominee(s) for Regional Director for following year and recommend nominees to membership for vote.

Membership Meeting:

1. Distribute budget for membership to vote on for the calendar year.
2. Approve budget by majority vote of membership. (A quorum must be present.)
3. Present nominee(s) from Club for Regional Director and vote for one nominee.
4. Stress Regional Meeting attendance.

MARCH

Board Meeting:

1. Discuss who from the Board of Directors are going to Regional Meeting.
2. Distribute final approved budget to Board.

Membership Meeting:

1. Distribute final approved budget to membership.
2. Present information on Nominees for Regional Director to the membership.
3. Discuss Regional Meeting attendance.

APRIL

Board Meeting:

1. Check with Treasurer to make sure Tax Return has been prepared and filed on time.
2. Report on Regional Meeting (if applicable)

Membership Meeting:

1. Report on Regional Meeting (if applicable)

MAY

Board Meeting:

Membership Meeting:

JUNE

Board Meeting:

1. Finance Committee (previously Audit Committee) prepares to audit Treasurer's books for first half of year.

Membership Meeting:

JULY

Board Meeting:

1. Discuss Financial Committee's Report.
2. Send Credentials Report to ADO.

Membership Meeting:

1. Present & distribute Finance Committee's Report to membership.

AUGUST

Board Meeting:

1. Discuss Official list of ADDC candidates to be considered and presented to membership for recommendation.
2. Discuss ADDC Rules Committee regarding convention procedures and Rules of Convention received from ADDC.
3. Discuss the proposed amendments to the ADDC Bylaws to be reviewed by Board for recommendation to the membership.
4. Request approval from Board to appoint the Nominating Chair and then remind the Nominating Chair the Nominating Committee must send a slate of candidates to the membership 10 days prior to the voting at the membership meeting.

Membership Meeting:

1. Present Nominating Chair to membership; and ask for names of two (2) members to volunteer to work on the Nominating Committee. Have someone

make a motion to accept the two volunteers, then vote. (You must have a quorum.)

2. Present the Candidates for ADDC office, discuss, and take a straw vote.
3. Present the proposed amendments to ADDC Bylaws, discuss, and take a straw vote.

SEPTEMBER

Board Meeting:

1. Report of Nominating Committee due.
2. Appoint a Tally Chair.
3. Discuss Convention.

Membership Meeting:

1. Report of Nominating Committee; present candidates and call for nominations from the floor.
2. Remind members the election will be held at the Annual Meeting in November (this meeting can be in October or November).

OCTOBER

Board Meeting:

1. Approve Installation invitations, site and cost, if not in budget or previously approved, and determine if ADDC officers will be guest of club.
2. Request final reports, along with committee files from all committee chairmen with deadline to be the December Joint Board Meeting.

Membership Meeting:

1. Announce the request for final reports, along with committee files from all committee chairmen with deadline to be the December Joint Board Meeting.

NOVEMBER

Board Meeting:

1. Remind committee chairs of the election of officers at the Membership Meeting.
2. Remind Board about final reports due at the December Joint Board Meeting.
3. Remind Board that the Membership Meeting is a closed meeting.

Membership Meeting:

1. Election of Officers for following year:
 - a. Determine quorum.
 - b. Introduce candidates
 - c. Call for the vote
 - d. Announce the results of the election.
2. Announce the choice of meeting place for next year for the membership meetings.
3. Present the Board of Directors for next year.

Please remember that the Program Report form should be filled out and sent to the Regional Representative for the ADDC Program Committee within a week of the Membership Meetings. It is imperative that this report be turned in on-time due to the ADDC tax status.