

Illinois Prairie Weavers

Master Calendar

June

New Officers, Chairs and Study Group Reps are “installed”, get materials from their predecessors and begin to carry out their new responsibilities

A Corporate Resolution is prepared (Document Chair) if there is a new Treasurer

June-July

The Fiscal Reviewer examines the Treasurer’s books for the past year

Guild meeting spaces for the coming year get lined up by 1VP

A planning meeting is held to plan the coming year. Called by the new President and officially held by the Executive Committee, it usually includes the entire Board (all Officers, Study Group Representatives and Chairs) and, if possible, also the outgoing members, to provide guidance, training and carry-over for new members.

Information for the new yearbook is submitted to the Yearbook Chair by the Board members

August

Yearbook is produced

Newsletter sent out in advance of first meeting

September-October

Yearbooks handed out to members who have paid their dues

November

Yearbooks not yet collected in person get mailed out to members who have paid their dues

December

The Holiday Potluck Party is held, usually at a member’s home; the Program since about 2006 is the Annual Guild Weaving Challenge

Midwinter newsletter items are submitted to the Newsletter Chair

Updating of job descriptions

January

The President appoints guild members to serve as ad hoc members to the Nominating Committee; the Nominating Committee begins to meet

Programs and workshops for next year should be shaping up

February-March

Nominating Committee works on nominations

Programs and workshops for next year are getting finalized

Budget process begins

Librarian solicits book suggestions for purchase for the Guild library

Any recommended Constitutional or Standing Rules changes get drafted for presentation at the May meeting(*)

April

Nominating Committee submits its slate of proposed officers for the coming year

Treasurer submits a proposed budget for the coming year

Membership Chair prepares for dues to be paid in May and June

Hospitality Chair sends around sign-up sheet for bringing food for next year's meetings

Guild votes on library books purchases

All these items, along with any other news or announcements, are submitted to the Newsletter Chair for a Newsletter to be circulated at least one week before the May meeting

May

New Officers and Chairs elected

Members vote on the proposed budget if ready (otherwise, June)

Annual Weaving Challenge announced (if not already done so)

Deadline for the presentation of any proposed amendments to the Constitution (*)

President appoints a volunteer for serving as the Fiscal Reviewer of the Treasurer's books in July, as well as any vacancies in existing or new Chair positions

Membership Chair accepts dues and membership forms

June

The June meeting is the Annual Meeting, at which Officers and Chairs make their annual reports. Those who are stepping down are thanked, and new officers are installed. Special things, such as deciding upon honoring someone as a lifetime member, and donating or buying new books, also happen at this meeting.

Budget voted upon (unless already approved at the May meeting)

Guild votes on any Constitutional or Standing Rules amendments (*)

Membership Chair accepts dues and membership forms

Outgoing Secretary updates the archive list of Guild Officers

(*) Standing Rules may be amended at any time during the year; Constitutional amendments may only occur at the Annual Meeting in June

(November 2017- Barbara H)