

MAPS EXECUTIVE COMMITTEE CALENDAR

January

1. Mail out ballots for election of Officers (odd years), or Board Members (even years)
2. January 21, Deadline for March *Planetarian- Publications Committee/Secretary*
3. Distribute conference registration packets. – **Program Committee**
4. Prepare IRS Tax Form 990 - **Treasurer**

February

1. February Deadline for March Equinox *Constellation*
2. Executive Board confers on progress of the Conference and decides if a pre-conference meeting is necessary.
3. Announce results of Elections. - **President**

March

1. Send *Constellation* Editor latest Mailing List (renewed members and members paid up through previous year) – **Treasurer**
2. Begin preparing the Annual Report to be presented at the annual conference- **Treasurer**
3. Notify Committee Chairs of reports to be presented at annual meeting- **President**
4. First Friday deadline for Spring Equinox edition of *Constellation*

April

1. Executive Board Meeting prior to beginning of Conference
2. Annual Conference held- usually April/May or as otherwise decided
3. New officers/board members assume office at the end of the annual business meeting
4. Incoming President evaluates the state of Committees and Chairs. Prepare to announce reappointments or new chairs in first few months of office. – **President**
5. Send in update on Officers Election to CAG (see May)
6. Send in updated information to IPS on Affiliate Report Form
7. April 21, Deadline for June *Planetarian- Publications Committee/Secretary*

May

1. The NSTA CAG Handbook forms for updating MAPS information each year is due in May (see attached form). As soon as officers change, Send updated information to the NSTA CAG contact. Note: the form does not change.

June

1. First Friday deadline for Summer Solstice edition of *Constellation*
2. Begin/continue preparations for upcoming annual conference. – **Program Committee**

July

1. July 21, Deadline for September *Planetarian- Publications Committee/Secretary*

August

1. Prepare Incorporation Paperwork from attorney- **Treasurer**
2. Verify that IRS Tax Form 990 has been filed and copies sent to attorney - **Treasurer**
3. Set initial meeting at proposed conference site for Fall Executive Board meeting.
4. Send Vendor Invitation letter to all prospective vendors for upcoming conference – **Program Committee**

September

1. First Friday deadline for Autumnal Equinox edition of *Constellation*
2. Provide information on upcoming conference in Autumnal Equinox version of *Constellation* and on Web site– **Program Committee**

October

1. Fall Executive Board Meeting
2. October 21, Deadline for December *Planetarian- Publications Committee/Secretary*

November

1. November Deadline for December Solstice *Constellation*
2. All nominations must be submitted in writing or by e-mail with the “second” submitted in writing or by e-mail by November 1st.
3. The Elections Committee shall submit a slate of candidates to the executive committee by November 15th.
4. The nominated candidates must provide the Elections Committee Chairman with a biography no later than November 30th. If a biography is not received by that date, then no biography will be provided to the membership for that candidate.
5. The Elections Committee will compile the slate and the biographies and submit it to the Publications Chair to be published in the Winter Solstice edition of the *Constellation*, and/or electronically transmitted to the membership.
6. Send Vendor Invitation to upcoming conference. – **Program Committee**

December

1. Slate of candidates for election submitted to Executive Committee at least 30 days prior to mailing of ballots (see January).
2. First week: mail membership renewals- **Treasurer**
3. First Friday submission for Winter Solstice edition of *Constellation*
4. December 31 – deadline for submission of nominees for MAPS Fellow