

September

- Dues to be paid
- Ball update
- Signup sheet for parties (if ready) to be auctioned at Ball. People going Excalibur in January (after upcoming Ball), must still sign up. New members cook for parties (incl. those sold at prev. Ball) after Sept. 1
- Reports on summer parties (sold at prev. Ball)
- Optional: **Pres. Elect** announces dates for (~quarterly) socials

October

- Reports on parties
- Signup sheet for new parties (to be sold at upcoming Ball)
- Update on Ball & monies

November

- Reports on parties
- Signup sheet for new parties
- Final update on Ball

December

- No meeting: Ball on first Friday.
- President makes a welcome speech at the Ball

January

- Ball update – results
- Parties scheduled by party chairs
- Excalibur/Resignation letters due

February – no meeting

- Past Presidents luncheon planned & hosted by the most recent Past President. 5-20 attend. Get past President list from Database Manager
- Sends reminder to membership on proposing new members. Attach new member responsibility summary
- Reminds Nominating Committee to work on new Board and Ball Chairs

March

- Treasurer presents the budget & annual financial report to date. Members vote to approve budget
- Parties are scheduled
- Prospective new members proposed. Provide names, addresses, phone & email to President
- President to discuss acceptance letters with **Corresponding Secretary**. Re: orientation time & place, spelling and other info on new members

April

- **Vote on prospective new members**
Corresponding Secretary prepares the acceptance letters. Letters to be ready for meeting & handed to sponsors after voting
- Nominating Committee recommends new board & Ball chairs. (Ball Chairs may be announced asap)
- **Pres. Elect** calls to complete next Advisory Board & standing committees. Distribute this guide as

appropriate.

- President does orientation of new members with help of **Pres. Elect** and incoming Pres. Elect (opt. to incl. Ball Chairs). Ask about preferred length of apron (bring samples), update info on new members & hand out & discuss folders with HC info, email lists, website access, etc.
- Order name tags for the new member & partner though Print Shop at the Commons
- Order aprons for members & spouses from Forte Printing, 691 Vilas, CP 324-6949
- New members attend May & June meetings if avail. **Recording Secretary** should include them in roll calls. President sends an invitation for May meeting to new members and passes on RSVPs to Meeting & Party Manager. President gives contact information to Database Manager, Meeting & Party Manager, Website Manager for inclusion.

May

- **Vote on new board**
- Introduce new members & give them their aprons & nametags (if available)
- Signup sheets – Luncheons & Auction (Meeting & Party Manager)
- Focus Group presents Ball Funds donation proposal. Members vote on the distribution of monies from last year's Ball
- Written invitation to Excalibur members to June meeting
- **Pres. Elect** gets a yellow rose plant for President as parting gift
- Publish new BOD, Committees and Ball Chairs list, leaving Ball committees open until finalized

June (fiscal year begins July 1)

- Give gifts to Board & Ball chairs
- Honor members, specifically Excaliburs
- Thank you to Nancy Day (Excalibur) and Crissie Olson for continued use of the Hillcrest House
- **Pres. Elect** presents the yellow rose plant to President. **Pres. Elect** takes over the meeting to adjourn it. **The new President & her Board are now installed**
- **Recording Secretary** requests new roster for attendance from Database Manager. Share with Website manager.
- Outgoing President & her board plan Summer party making sure new President can attend.
- Optional: new President schedules July or August meeting w/Exec. Committee Officers & Advisory Board.