

# Illinois Prairie Weavers

## General Master Annual Calendar

### June

New Officers and Chairs are installed at the Annual Meeting  
A Corporate Resolution is prepared (Barbara Holman) if there is  
a new Treasurer  
New budget has been established for the coming year  
Study Group Representatives for the coming year are determined

### June-July

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

### July

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.

All new Officers and Chairs should get their organizational materials  
from their predecessors

Information for the new yearbook is submitted to the Yearbook  
Chair by the Board members (general information,  
Constitution and Standing Rules, membership, programs,  
hostesses, Study Group Representatives)

### August

Autumn newsletter items are submitted to the Newsletter Chair  
by the Board members; newsletter produced and sent

The Yearbook Chair produces the yearbook

Officers and Chairs start carrying out their new responsibilities

Check IRS Tables for mileage allowance for guest speakers

### September

Yearbooks handed out to members who have paid their dues

Autumn newsletter given to those who didn't receive it

Regular monthly meetings and activities

## October

Yearbooks handed out to members who have paid their dues  
Regular monthly meetings and activities

## November

Yearbooks not yet collected in person get mailed out to members  
who have paid their dues  
Regular monthly meetings and activities

## 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  
Update job descriptions

## January

Updated job descriptions handed in for printing  
The President appoints any 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  
and the library where the Guild meets  
Any recommended Constitutional or Standing Rules changes get  
drafted for presentation at the May meeting(\*)  
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

## April

Nominating Committee submits its slate of proposed officers for the  
coming year  
Treasurer submits a proposed budget for the coming year  
Membership Chair submits a form to be filled in by new or renewing  
members when they pay their dues (cont'd)

## April (cont'd)

Guild members reminded that dues are to be paid at the May and June meetings

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 and received at least one week before the May meeting

## May

Membership Chair accepts dues and membership forms

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 or Standing Rules (\*)

## June

Membership Chair accepts dues and membership forms

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

First Vice-President arranges for meeting room for the coming year

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