Presidents’ Timelines

May Be installed at the final meeting of the year

June/July/Aug Hold 2 Executive Board Meetings to arrange and finalize the monthly programs, locations of meetings, and update the directory

Late Aug Have directory printed

Judy K makes labels with names and members’ DKG #; attach to directories

Notify the members who are on the refreshment committee for September

Rest of the year:

 \*Monthly: Write a President’s Message for the Newsletter every month; usually due by 20-25th

 Prepare an agenda for the upcoming meeting and email out to members the Sunday before the meeting

 \*Bi-Monthly: Attend Area XIII meetings (5 times a year) usually the second Saturday of the month Sept/Nov/Jan/Mar/June (two are Zoom)

 Forward “All Eyes on Thirteen” to all members (Area XIII Newsletter)

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DKG CA deadlines in gray:

September Meet with the BNEF Committee (to allocate grant money) before the first chapter meeting

 Members pick up the new Directories

October During October, note the following deadlines are due Nov 1:

Penne Ferrell Award to a first-fifth year teacher; complete application online by November 1

 Members nominate and presidents tabulate for Outstanding Chapter Member by Nov. 1

 Have members register and pay for Area XIII Conference by Nov. 1 (first deadline)

November Note Nov. 1 deadlines mentioned in October!

Make sure 3 Basket descriptions for Area XIII Conference are completed by committee

Second deadline to register for Area Conference Dec. 1

December Holiday Raffle for CASA

 Final deadline for Area XIII conference registration is at the end of the month, BUT encourage members to register before the holidays!

January Present a dozen roses to the Outstanding Chapter Member at the January meeting (before the Area Conference next month)

February Help with the Area XIII Conference (currently AU’s duty is the Raffle Baskets organization; Judy Kearns does the Program and the electronic Evaluation)

Meet with the BNEF Committee (2nd time this year) before or after the Jan. meeting

February 15: Be sure our Newsletter has been entered into the annual competition

 Note and prepare the forms due by March 1 listed below:

March 1: Four DKG CA Forms due by March 1: (found at dkgca/Resources/Forms by ABC order)

Chapter Service Award (possibly submit a name of an Outstanding Chapter Member for service to the Chapter, or the community)

 Honor Chapter Application (fill out form first)

 Outstanding Student Teacher Award (IF we have one)

 Youth at Risk Community Service (Hillsides 2022 / School on Wheels 2023 / Jared Bags 2024; can be repeated)

 LIFE Grant applications due

 THAT hours must be submitted by March 31

March: Create an ad for the State Convention honoring Outstanding Member and any special anniversaries in DKG (50, 45, 40 years)

April 1: Order of the Rose (IF you qualify)

 DKG CA Convention deadlines

 Make sure SignUpGenius link is sent out to members to sign up for next year committees (Open from April 1-May 15)

April: Monthly Meeting: Friendship Tea

Membership VP will celebrate Anniversary honorees with pins and certificates

Collect Red Procedure Folders at April & May meetings

Biannually: Vote on slate of officers

 Last week in April, prepare Teacher Appreciation “gifts” for working members

May: Attend the CA DKG Convention if possible (usually the first weekend in May)

Send out Teacher Appreciation $10 gift cards to all current working members the first week of May

 Final meeting – meet Recruitment Grant recipients

Biannually: thank outgoing board (present them a small thank you gift), install new board and pass out red folders to new board and new committee chairpersons