



**ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS**

2010-2011 Toronto Charter Branch Planning Calendar

Month	Task	Executive Member
May		
	Thank you letter to guest speaker @ Annual General Meeting in April	President
14	Distribute new Branch Executive lists to TCB members/National and Br. Presidents	President
31	Website Update	President/Web Liaison
31	Reminder to all member with regard to National Annual General Meeting	Program Chair
June		
11	Draft of Minutes of Annual General Meeting to members	Secretary
17	Transitional Meeting	Outgoing/Incoming Executive
30	Prepare and Distribute TCB Planning Calendar to Executive	Secretary
TBD	BOAT CRIUSE	Program Chair
30	Website Update to include: AGM highlights/changes in contact information/event	President/Web Liaison
30	Review Signing Authorities at the Bank	President/Treasurer
July		
FYI 1	Deadline for renewal of membership fees	
FYI 15	Updated membership list from National to be forwarded to Branch Presidents	National Membership Chair
30	Deadline for transfer of Association material to new Executive position members	Executive Team
30	Update Website	
August		
21	Request for submission of Articles for Connection	Editor
30	Deadline for edit/review of submissions	ALL
30	Website Update	President/Web Liaison
September		
1	Deadline for receipt of Branch proram calendars to National	Branch Presidents/Program Chair
1	Deadline for posting of Branch program calendars on website	Branch web liaisons
9	Distribution of Connection to TCB Members, National and Branch Presidents	President/Editor
9	Executive Committee Meeting	Executive Team
21	General Monthly Meeting	ALL
30	Website Update	Website Liaison
30	Event Reminder	Program Chair
October		
6	Draft Minutes of previous Executive meeting to Exec Team	Secretary
19	Draft Minutes of previous General Meeting to TCB Members	Secretary
13	Executive Committee Meeting	Executive Team
26	Call for Articles for "The Connection"	Editor
26	General Monthly Meeting	ALL
29	Website update	Website Liaison
29	Event Reminder	Program Chair
November		
2	Deadline for submissions/review for "The Connection"	ALL
2	Draft Minutes of previous Executive meeting to Exec Team	Secretary
4	Executive Committee Meeting	Executive Team
4	Executive Committee Meeting	Executive Team
9	Draft Minutes of previous General Meeting to TCB Members	Secretary
9	Distribution of Newsletter to TCB Members, National and Branch Presidents	President/Editor (one page)
16	General Monthly Meeting	ALL
25	Holiday Cheer - Social - Duke of York Pub	ALL
30	Website update - TCB Looks after AAA Website Corner (recap Social event)	Website Liaison
30	Event Reminder	Program Chair
December		
2	Draft Minutes of previous Executive meeting to Exec Team	Secretary
17	Website Update	Website Liaison
17	Event Reminder	Program Chair
HAPPY HOLIDAYS! HAPPY NEW YEAR!		
January		
4	Call for Articles for "The Connection"	Editor
13	Executive Meeting	Executive Team
14	Deadline for submissions/review for "The Connection"	ALL
21	Distribution of "Connection" to TCB Members, National and Branch Presidents	President/Editor
25	General Monthly Meeting	ALL
28	Draft Budget for following fiscal year	Treasurer



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National FYI 15	Deadline for receipt of National Position reports prior to February Teleconference	National
National FYI 30	Teleconference Board of Directors' meeting:	National and Br. Presidents
	Review AGM Budget	National Board
	Confirm Nominations Committee	National Past-President
	Establish election dates	National President
February		
1	Reminder to Branch Presidents and National Board of Honour Roll nominations	President
3	Draft Minutes of previous Executive meeting to Exec Team	Secretary
10	Draft Minutes of previous General Meeting to TCB Members	Secretary
10	Executive Committee Meeting	Executive Team
22	General Monthly Meeting	ALL
25	Post AGM workshop and Registration info on website	President/Web Liaison
25	Nomination Forms and Election Notices to be sent to all TCB Members	Past President
25	Website Update	Web Liaison
25	Event Reminder	Program Chair
March		
1	Reminder of submission of year-end expenses	Treasurer
1	Call for Articles	Editor
3	Draft Minutes of previous Executive meeting to Exec Team	Secretary
10	Executive Committee Meeting	Executive Team
10	Draft Minutes of previous General Meeting to TCB Members	Secretary
11	Deadline for Submissions/Review for "The Connection"	ALL
15	Reminders for Annual Report submissions (deadline April 30) from National	President
15	Ensure Awards/Plaques are update accordingly	Vice-President
17	Distribution of Newsletter to TCB Members, National and Branch Presidents	President/Editor (one page)
17	Notice of Annual General Meeting to TCB Members	Secretary
22	General Monthly Meeting	ALL
31	Website Update	Web Liaison
31	Event Reminder	Program Chair
31	Deadline for receipt of nominations for Honour Roll to National	President
April		
FYI	Reminder of membership renewal deadline from National	National Treasurer
4	Draft Minutes of previous Executive meeting to Exec Team	Secretary
5	Executive Committee Meeting	Executive Team
12	Draft Minutes of previous General Meeting to TCB Members	Secretary
19	Annual General Meeting	ALL
29	Deadline for submission of Branch Annual Report to National	President
29	Website Update	Web Liaison
29	Event Reminder	Program Chair
May		
FYI 14	Prepare Annual Report	National - President
May 26-28, 2011	National Annual General Meeting - Edmonton	
FYI	Monthly: web updates / CIM events / Event reminders to members and CIM representative Monthly: "Café Express" - hosted by Team Leaders in and around the GTA (work in progress)	