



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

**2009-2010 Toronto Charter Branch Planning/Working Calendar**

**Executive Member**

<b>Executive Member</b>		
<b>May</b>		
	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
30	Website Update	President/Web Liaison
30	Event Reminder - Social - Boat Cruise in June	Program Chair
<b>June</b>		
12	Draft of Minutes of Annual General Meeting to members	Secretary
22	Transitional Meeting	Outgoing/Incoming Executive
23	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
<b>July</b>		
FYI 1	Deadline for renewal of membership fees	
FYI 15	Updated membership list from National to be forwarded to Branch Presidents	National Membership Chair
31	Deadline for transfer of Association material to new Executive position members	Executive Team
31	Update Website	
<b>August</b>		
21	Request for submission of Articles for Connection	Editor
30	Deadline for edit/review of submissions	ALL
30	Website Update	President/Web Liaison
<b>September</b>		
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
16	Executive Committee Meeting	Executive Team
23	General Monthly Meeting	ALL
30	Website Update	Website Liaison
30	Event Reminder	Program Chair
<b>October</b>		
14	Draft Minutes of previous Executive meeting to Exec Team	Secretary
14	Draft Minutes of previous General Meeting to TCB Members	Secretary
21	Executive Committee Meeting	Executive Team
26	Call for Articles for "The Connection"	Editor
28	General Monthly Meeting	ALL
30	Website update	Website Liaison
30	Event Reminder	Program Chair
<b>November</b>		
2	Deadline for submissions/review for "The Connection"	ALL
9	Distribution of Newsletter to TCB Members, National and Branch Presidents	President/Editor (one page)
11	Draft Minutes of previous Executive meeting to Exec Team	Secretary
11	Draft Minutes of previous General Meeting to TCB Members	Secretary
18	Executive Committee Meeting	Executive Team
26	Holiday Cheer - Social - Duke of York Pub	ALL
30	Website update	Website Liaison
30	Event Reminder	Program Chair
<b>December</b>		
2	Draft Minutes of previous Executive meeting to Exec Team	Secretary
9	Executive Team meeting with Café Express Team Leaders	Teams
18	Website Update	Website Liaison
18	Event Reminder	Program Chair
<b>HAPPY HOLIDAYS!</b>		
<b>HAPPY NEW YEAR!</b>		
<b>January</b>		
4	Call for Articles for "The Connection"	Editor
15	Deadline for submissions/review for "The Connection"	ALL
22	Distribution of "Connection" to TCB Members, National and Branch Presidents	President/Editor
30	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	
<b>February</b>			
1	Reminder to Branch Presidents and National Board of Honour Roll nominations	President	
10	Draft Minutes of previous Executive meeting to Exec Team	Secretary	
10	Draft Minutes of previous General Meeting to TCB Members	Secretary	
17	Executive Committee Meeting	Executive Team	
24	General Monthly Meeting	ALL	
26	Post AGM workshop and Registration info on website	President/Web Liaison	
26	Nomination Forms and Election Notices to be sent to all TCB Members	Past President	
26	Website Update	Web Liaison	
26	Event Reminder	Program Chair	
<b>March</b>			
1	Reminder of submission of year-end expenses	Treasurer	
1	Call for Articles	Editor	
10	Draft Minutes of previous Executive meeting to Exec Team	Secretary	
10	Draft Minutes of previous General Meeting to TCB Members	Secretary	
12	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	
17	Executive Committee Meeting	Executive Team	
24	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	
<b>April</b>			
FYI	Reminder of membership renewal deadline from National	National Treasurer	
7	Draft Minutes of previous Executive meeting to Exec Team	Secretary	
7	Draft Minutes of previous General Meeting to TCB Members	Secretary	
14	Executive Committee Meeting		
21	Annual General Meeting		
30	Deadline for submission of Branch Annual Report to National	President	
30	Website Update	Web Liaison	
30	Event Reminder	Program Chair	
<b>May</b>			
FYI 14	Prepare Annual Report	National - President	
<b>June 4-6, 2010</b>			
	National Annual General Meeting Barrie/Simcoe		
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)		