

Suggested Yearly Calendar of Activities for Local Units

This is only an example—modify it to conform to your unit’s meeting schedule

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| July | <ul style="list-style-type: none"> ▪ Write membership cover letter (for existing cash-pay renewals) ▪ Plan August Board meeting ▪ Put into action ideas gained at Leadership Workshop ▪ Send thank you notes to legislators when they adjourn |
| August | <ul style="list-style-type: none"> ▪ Hold Board meeting to plan for year; review past activities for continuation or change; plan for September meeting; set annual membership growth goal; identify membership recruitment activities for the year ▪ Organize membership materials for mailing ▪ Send out local membership letters, forms, etc. |
| September | <ul style="list-style-type: none"> ▪ Conduct local meeting; special emphasis on membership; have needed committee reports; collect donations or hold fundraiser for scholarship fund (if you have a scholarship); Community Service Chair kick off; Introduce project for the school year ▪ Announce Region Meeting and encourage attendance; obtain door prize for Region meeting ▪ Encourage members to get involved in candidates’ campaigns and to vote ▪ Encourage nominations for NEA-Retired annual meeting delegates (submission deadline per state calendar. ▪ Local Membership Committee meets; plan membership recruitment activities identified by local Board & identify additional recruitment opportunities ▪ Consider doing a phone survey of new retirees to find out why they didn’t join |
| October | <ul style="list-style-type: none"> ▪ Hold Board meeting; review membership growth progress against annual goal ▪ Attend Region Meeting ▪ Plan November meeting ▪ <i>Odd numbered years, announce self-nominating process for region; even numbered years, announce self-nominating process for locals</i> |

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| November | <ul style="list-style-type: none"> ▪ Conduct local meeting ▪ Make another push for everyone to recruit members ▪ Attend Region board meeting (president) ▪ Recognize American Education Week ▪ Encourage members to vote in all elections |
| December | <ul style="list-style-type: none"> ▪ Community Service Chair submits Community Service hours' report to Region Community Service Chair (submission deadline per state calendar) |
| January | <ul style="list-style-type: none"> ▪ Hold Board meeting; review membership growth progress against annual goal; plan February meeting ▪ Contact mid-year retirees ▪ Work with region to plan & encourage attendance at a legislative activity ▪ Meet with local legislators before they go to Raleigh ▪ Obtain fundraiser item for state convention |
| February | <ul style="list-style-type: none"> ▪ Conduct local meeting ▪ <i>Even-numbered years:</i> Elect new local unit officers (for 2-year terms beginning July 1) ▪ Conduct elections for NEA-Retired, NCRSP, & NCAE delegates; send in election results immediately (submission deadlines per state calendar) ▪ Distribute NCRSP convention information to delegates ▪ Remind NCRSP/NCAE delegates to make room reservations for state convention |
| March | <ul style="list-style-type: none"> ▪ Plan April meeting ▪ Hold election for NEA-Retired delegates, if not done in February ▪ <i>Even-numbered years:</i> President-Elect appoints committee chairs ▪ Delegates attend NCRSP & NCAE conventions ▪ Bring fundraiser item to state convention ▪ Keep up-to-date on legislative issues; lobby local legislators ▪ Encourage member participation in "Read Across America" |
| April | <ul style="list-style-type: none"> ▪ Conduct local meeting; Membership Chair kick off "Adopt a Retiree" program for the spring/summer ▪ Identify & submit names of Leadership Workshop attendees to state office (submission deadline per state calendar) ▪ President attends Region board meeting ▪ National Teacher Day is first Tuesday of this month |

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| May | <ul style="list-style-type: none"> ▪ Hold Board meeting; review membership recruitment progress against annual goal; review plans for spring membership drive for new retirees; plan banquet honoring retirees (work with Central Office and/or local NCAE unit on this) ▪ Send names of newly elected officers and committee chairs to State Office according to state calendar. ▪ Attend Leadership Workshop (eastern districts; per state schedule) ▪ Continue lobbying efforts |
| June | <ul style="list-style-type: none"> ▪ Attend banquet honoring local retirees; present membership information packet to each retiree ▪ Attend Leadership Workshop (western districts; per state schedule) ▪ President submits Local Unit President's Report to state office ▪ Continue lobbying legislators ▪ Continue to recruit new retirees |

Miscellaneous

- Submit all reports by the stated deadline.
- Plan interesting meetings.
- Attend meetings your office/position requires (or get a sub).
- Ask for ideas from your members.
- Don't hesitate to ask for volunteers to help.