Updated 4/3/17

PROPOSED SMHCA ANNUAL CALENDAR OF EVENTS

**September**: First Board meeting of the year. Taxes submitted by Treasurer. Annual budget approved. Preparation begins for FMHCA Nominations.

**October:** Administrative Services contract and bonus revised. FMHCA nominations due. FMHCA conference table and volunteers discussed (solicit volunteers from membership).

**November:** Administrative Services contract and bonus approved. Spring Symposium committee formed (includes President-elect and Past president)

**December:** No meeting.

**January:** Nominating committee begins process and issues call for nominations. Finalize preparation for FMHCA conference table and volunteers. (Mandatory/required training topics are recommended, i.e., medical errors, ethics and boundaries or domestic violence.) Education committee starts the process of guest speakers for the upcoming year. Spring Symposium Committee is formed and schedules first meeting.

**February:** FMHCA conference. Nominating Committee submits a second call for nominations. Spring Symposium Committee reports progress to board.

**March:** Nominating committee provides update to board. Spring Symposium agenda and preparations finalized and disseminated.

**April:** Nominating committee presents slate of prepared candidates for office.

**May:** Spring Symposium conducted second Saturday of the month. Election ballot

sent out to membership. Administrative Services orders plaque for departing President and creates certificates of appreciation for Board members.

**June:** End of year budget report presented to Board. Election completed and results announced. New officers begin term at end of month.

**July:** No meeting.

**August:** No meeting. Administrative Services sends out membership invitation to all

LMHCs and RMHCIs