**Timeline for CISV-Smoky Mtn President**

**JUNE**

* Check with Program VP/debrief coordinator that debrief meetings have been scheduled for all summer programs.
* Hold retreat for Adult and JB boards to collaborate and beginning to work on calendar and event planning

**JULY**

* Promote SRMC Registration – Southern Regional Mini Camp – held in Jacksonville or Atlanta over Labor Day Weekend.
* Details about SRMC
  + the JB advisor usually knows or can find out the details, and the JB presidents of the region (Smoky Mtn, Chatt, Atlanta, Jacksonville, and Gulf Coast) should have had planning meetings over the summer, so the JB president should also know the details.
  + Delegate someone to line up chaperones and drivers and then give those names to Risk Manager, who will need to do background checks for them.
  + It is recommended that at least one parent, preferably two attend as chaperones.
* Chapter report due in National Office by July 15. Form is available on line in the Forms section under the USA tab.
* Welcome Back event and Debriefing Event planning
* **Event: Farmer’s Market** Events (need to be scheduled in **March or April**)
* Start planning dates for chapter events for the upcoming year. Remember to track and try to avoid SAT and ACT dates, UT exam week for the overnight because of leaders attended, Proms in the Spring, School Breaks

**AUGUST**

* Note regarding communications to the Chapter membership,

A. Email distribution is through Wild Apricot and handled by the Membership Chair or designated person. Groups should be formed each Fall for Travelers, Active JB, Recruits, etc.

B. Social Media announcements are sent to the Corresponding Secretary (or Digital Media Coordinator) Specify whether it should be posted on Facebook closed or open group and other social media accounts. . All accounts should be monitored by the Digital Media Coordinator)

C. Website Updates or Changes – Notify the Website Manager of changes and announcements that need to be made on the website.

D. Newsletters –These should go out in September and March at least. Currently, these are distributed through Wild Apricot. If a separate system is used, subscription changes, cancelations, etc. must be made in both systems. This has proven to be difficult to maintain.

* **Event: 1st Board mtg of the year** (the 4th Monday of the month): send out a save-the-date email to both old and new Board members. Most folks are taken by surprise. The 1st mtg of the year is an overlap, with all the old Board, ideally, and all the new Board members, too.
* Inform Board and Committee members of the dates and locations of upcoming meeting dates and locations. (4th Monday nights from 7 – 9, Aug, Sept, Oct, Nov, Jan, Feb, March, April and a board retreat in June). Full chapter meetings are in September and May.
* At board meeting, discuss nomination for the Rudie and Vickie Memmel national volunteer award. Ten year or more member who has made significant and continuous volunteer contributions to the chapter. https://central.cisvusa.org/?q=node/5269
* Encourage JB advisor to inform JB of available positions at the National level and how to apply including the deadline.
* Discuss who will be attending the National Meeting in October location TBD.
* If this is your first year as President schedule with VP Finance to go to the Home Federal Bank’s Bearden branch to sign the chapter’s check card.
* Look for someone to assemble a fall newsletter, with pictures from the returning travelers, and write a Letter from the President to include
* Meet with the JB president and the JB advisor to plan/coordinate the JB’s calendar for the year if this was not completed at the summer retreat.
  + Bring school calendars for all the area’s districts
  + Global Youth Service Day (aiming for April, near Earth Day, I believe) and International Peace Day (set for a date in Sept by CISV-International, I believe) are required events. Also hard to pull off, especially GYS day, which competes with various proms and SATs and ACTs and AP exams for the older Jbers. OREPA has invited us to participate in the 1000 Cranes event – date is near the International Peace Day
  + In addition to Global Youth Service and International Peace Day, above, the JB should schedule Cookie-a-thon and Mini-Camp (alert Chattanooga to have them save the date and to avoid a conflict). Then reserve the sites (use John Knox, Foothills, or Camp Montvale for Mini-camp, if possible, and probably Westminster for Cookie-a-thon.)
* Urge/arrange/coordinate meetings between adult board officers and their JB counterparts to begin mentoring relationships.
* Finalize location for Fun Days, if not already done.
* The adult recruitment chair should meet with the JB exec board, or with returning delegates, to plan visits to schools, etc, to make presentations.
* The adult Mosaic chair should meet with the JB (perhaps all of them?) to coordinate the Pond Gap project encouraged by major contributor Randy Boyd (CEO of PetSafe, new owner of Smokies baseball team)
* Fun Days dates and locations should be finalized. Let VP of Communication know so they can have copies of handout printed.
* Register for CISV in Motion (event is mid October) and urge others to register, too. 2 adults, one chaperone and up to 4 JB get their fees paid for with JB paying from their account any amount over $200 per traveler. But it’s open to all JB and all adults if they pay.

Consider the following people from the Board: Programs VP, Risk Manager, Mosaic Coordinator, JB Liaison, and Upcoming Program Planners, Recruiting or Volunteer Coordinator.

* Get committees’ rosters filled and choose the chairs. Directory is due to national office by September 1.

**SEPT**

* **Event: Southern Regional Mini-Camp** – Be sure adequate chaperones attend SRMC. At least one parent should attend. Encourage chaperones to be involved in the activities at camp. They need to supervise the activities and insure that the participants and leaders have enough support to successfully run activities. We may need to create a minicamp guide / checklist to try and monitor how the regional minicamp is directed.
* **Event: Fall Chapter Meeting** is usually the second Sunday in September You should set this date during the April Board Meeting and announce at the Spring Chapter Meeting.
* Order PR supplies (CISV Passports, Flag, CISV USA brochures, stationery) from National sometime in Sept so they can be picked up at CISV in Motion in Oct, to save on shipping.
* **Event: Farmer’s Market**
* Make sure Fundraising committee is focused on our hosting obligations for the coming year, as well as potential scholarship needs for travelers
* Try to get as much business done at Sept Board mtg as possible. The Oct mtg gets overwhelmed with discussions of the travel programs we’ve gotten, the fees that we’ll need to charge, organizing the work of the Financial Aid committee, and planning for Fun Days.
* JB should work on planning of activities for Fun Days

**OCT**

* Work with Fundraising committee to prepare for GivingTuesday campaign in November.
* Get the word out about CanExUs which happens at the beginning of January for JB (older). CanExUS is a neighborhood workshop that will take place within JB North (Canada, Mexico, USA) around the beginning of the year.
* Verify that all forms for program applications are updated on website.
* Smoky Mtn’s Fall Chapter Report is due to the National office by 10/15. These quarterly reports are available on CISV Central with a reminder from Laura Ripberger to check your CISV Central account. The form is done and submitted online, but also save it for records. And they usually include questions that you’ll need to consult with other Board officers about, especially the VP of Programs.
* Make sure Financial Aid committee is prepared for Fun Days and involved in setting up a timeline for selection with VP of Programs (Selection and Fun Days Chairs all work together according to the task on their timelines)
* After the National Meeting, unless there is a special “reveal” party, you should post information about the new programs on website and distribute info via email. Also, post any updated documents and new financial information from the VP of Finance.
* Focus on recruiting for programs and school presentations during the next month. Consider using NextDoor to set up family meetings in neighborhoods to introduce new families to CISV. Denver has used and been successful.
* Community Share Brewers’ Jam is usually mid-Oct, and we need to send volunteer workers as a way of earning our Community Shares points (=$$)
* Programs VP is responsible for Fun Days: Plans need to be finalized, facility approved by risk manager, and chaperones confirmed for overnight (and send the names to Risk Manager to be background checked)
* Promote board members to find out if their workplace matches donations and whether the company is involved in Community Shares. If not, we can set up a meeting to let Community Shares talk to employees. Help us with points needed to stay members of CS.
* JB needs to continue their planning of activities for Fun Days

**NOV**

* Verify with the Chair of Selection and/ or Chair of Fun Days that a schedule and process for making selection decisions, notifying applicants is set and has been communicated. Note - include the Scholarship committee in setting the schedule.
* Check that date and site for Cookie-a-thon are in place and that there are adequate chaperones lined up, particularly from our Chapter, not just from Chattanooga as happened before. This might need to wait until Dec, but it has a way of sneaking up on us post-holidays/vacations. JB need to be planning their activities for it.
* Fundraising Event: Belk Charity Sale (Ticket sales begin 8 weeks prior)
* Start discussing the Community Shares Annual Self-Report with Community Shares Chair (see entry under “JAN”)
* **Event: Fun Days are in Nov. and Dec.**

**JAN**

* Chapter Report is due 1/15
* Choose the date for Spring Chapter Mtg and nail down a site. Usually the date is the 1st Sunday in May, in the afternoon. This event can include a pot-luck meal.
* Community Shares Annual Self-Report is due, often around 1/15: this is the job of the Community Shares liaison but they will need your support in assembling data from a LOT of different sources. Every other year we are required to complete the long report form, alternated with a shorter version on the opposite year.
* Be sure JB is on track with their planning for Mini-Camp, including inviting Chattanooga and including getting out the pre-camp with all the details the parents want well ahead of the deadlines.
* **Event: Cookie-a-thon**
* **Event: Celebration Tea** for delegates + parent training (Local Leadership Trainer, Insurance Chair, VP Programs, Selection Chair)

**FEB**

* **Event: Local training for leaders and individual travelers**
* Appoint 3 or 4 board members as a committee (succession committee) to recruit volunteers for the new board to be voted on in May at the chapter meeting. Plan 2 or 3 meetings together.

**MAR**

* Leaders, JCs and Seminar Camp participants will attend NLT
* Try to get Global Youth Service Day’s details set
* Plan for the spring newsletter to go out in early April include upcoming event information (chapter meeting, welcome back event, recruiting needs, etc)
* **Event: Local Minicamp**

**APRIL**

* Chapter Report is due 4/15
* Continue working on Succession planning with the committee
* Schedule the date for the Board Retreat for June and find location.
* Fundraising Event: Belk Charity Sale (Ticket sales begin 8 weeks prior)
* Determine the date and location for the Welcome Back event in August.

**MAY**

* **Event: Spring Chapter Mtg**
  + Delegations are recognized. Fees and paperwork submitted. Work with the Travel and Insurance person to set up process.
  + Advertise the Welcome Back Event. Debriefings will be scheduled at this event for all delegations and parents. Alternate times can be used if necessary.
  + Elect new board members. Continue to recruit new members for posts.
* Set location for board meetings and inform new and returning board members of the meeting dates for the upcoming year. Post on Basecamp.

**JUNE**

* **Event: JB and Adult Board Retreat**

**JULY**

* Chapter Report is due 7/15
* As delegates leave and return, post on social media to keep chapter engaged.