

Alpha Rho Chapter Epsilon Sigma Phi Calendar

October	<ul style="list-style-type: none"> - Budget and Audit Committee conducts annual audit. - Annual business meeting held during annual conference <ul style="list-style-type: none"> • Members pay dues • Chapter membership approves budget for coming year • Committee chairs report • Officers report - New council meets during annual conference - President assigns new members to standing committees - President submits "New Chapter Officers' Report Form" to national office
November	<ul style="list-style-type: none"> - Awards committee works with recipients of chapter awards to update applications for national which are due March 1. - Endowment board sends reminders about contributions
December	<ul style="list-style-type: none"> - Council meets <ul style="list-style-type: none"> • Chapter goals set using Chapter of Merit as a guide. • Mini grant (national) applied for to support professional development chapter goals - Committees make plans to meet. - Membership recruitment and retention committee presents to new agents at program development session - President and president-elect register for JCEP
January	<ul style="list-style-type: none"> - President-elect applies for PILD scholarships - Treasurer submits dues to national office - ESP Endowment Board of Trustees meet
February	<ul style="list-style-type: none"> - Council meets - President and president-elect attend JCEP workshop - Members submit concurrent session proposals for national meeting - Awards committee submits awards applications to national
March	<ul style="list-style-type: none"> - Members submit nominations for national committees
April	<ul style="list-style-type: none"> - Council meets - Editor publishes spring newsletter - Membership recruitment and retention committee submits Achievement in Chapter Membership award - President submits Chapter of Merit Recognition application - President-Elect attends PILD Conference
May	<ul style="list-style-type: none"> - Professional Development Grant and Jim Lindquist Administration Leadership scholarship applications due May 1 - Membership recruitment and retention committee present to new agents at program development session - President submits chapter vote for National/Regional Recognition program
June	<ul style="list-style-type: none"> - Council meets - Nomination committee recruits nominees for office. - Awards committee solicits nominations for awards - ESP Endowment Board of Trustees meet
July	<ul style="list-style-type: none"> - Budget and audit committee requests next years budget from committee chair - Membership recruitment and retention committee recruits new members
August	<ul style="list-style-type: none"> - Council meets - Vice president recruits and appoints committee chair-elect for next year - Vice president recruits and appoints committee members for next year - All committees prepare budget request and submit to budget and audit committee - Endowment fund chair reminds recipients of previous year endowment recipients to prepare a newsletter article display/poster for the upcoming annual conference - President submits voting delegate information to national - ESP Endowment Program Innovation Grant applications due August 15 - ESP Endowment Board of Trustees meet
September	<ul style="list-style-type: none"> - Council meets - Budget and audit committee prepares budget for the next year. - Editor publishes fall newsletter - Secretary solicits information for annual report to be distributed to membership at annual business meeting