

Annual FCCA Calendar of Important Reminders

This calendar is created to promote timely submissions, emphasize the importance of communication, and inform Representatives of various important dates.

****The calendar days will change, but the month of each deadline will not****

2009-2010 Membership Year: July 1, 2009 - June 30, 2010

Circuit Representatives

- ✓ One month prior to each FCCA *Journal* article submission and publication deadline, send e-mail reminder about the article submission date to the District Representatives. Publication dates are posted in FCCA calendar.
- ✓ Contact District Representatives frequently and share news-worthy information.
- ✓ Quarterly - Review for accuracy your District Representatives on the Circuit and District Representatives list posted on the MemberClicks home page and submit updates to the Membership Chair.
- ✓ **February 1st** - Remind District Representatives about March consent to run deadline.
- ✓ **March 1st** - Remind District Representatives about April nominations deadline for various awards.
- ✓ **April 1st** - Remind District Representatives about May blood for life report deadline.
- ✓ **Mid-May** - Distribute annual membership materials received from the Membership Chair to District Representatives. Materials may also be distributed by Membership Chair via e-mail blast through MemberClicks.
- ✓ **August 1st** - Send reminder to District Representatives to encourage individuals to join and/or expired members to renew during the annual membership drive and submit on-line form and dues by **August 30th** to receive the full years' benefits.

District Representatives

- ✓ One month prior to each FCCA *Journal* article submission and publication deadline, send e-mail reminder about the article submission date to their members. Publication dates are posted in FCCA calendar.
- ✓ Contact members frequently and share news-worthy information.
- ✓ Quarterly - Review for accuracy your contact information on the Circuit and District Representatives list posted on the MemberClicks home page and submit updates to the Membership Chair.
- ✓ **February 1st** - Remind members about March consent to run deadline.
- ✓ **March 1st** - Remind members about April nominations deadline for various awards.
- ✓ **April 1st** - Remind members about May blood for life report deadline.
- ✓ **Mid-May** - Distribute materials received from the Circuit Representative to divisional members and non-members Materials may also be distributed by Membership Chair via e-mail blast through MemberClicks.

- ✓ **July 1, 2009 - June 30, 2010** - Correspond with members and encourage membership during annual membership drive (sometime between June 1-August 30). NOTE: Some Representatives prefer to maintain copies of members' on-line membership confirmation e-mails to show their membership dues were processed. These confirmations are archived in a member's profile under "VIEW MY RECEIPTS."
- ✓ Send reminder to members to encourage individuals to join and/or expired members to renew during the annual membership drive and submit on-line form and dues by **August 30th** to receive the full years' benefits. **MEMBERS MUST BE CURRENT/PAID TO RECEIVE THE JOURNAL AND PRIVILEGES TO THEIR MEMBERSHIP INFORMATION.**
- ✓ Occasionally run reports of your membership in MemberClicks and follow up with each by corresponding with them about the FCCA.
- ✓ Occasionally review your information for accuracy on the Circuit and District Representatives list posted on the MemberClicks home page and submit updates to the Membership Chair.

NOTE: *Important dates can be found on the MemberClicks home page under the tab titled "CONFERENCE, MEMBERSHIP, IMPORTANT DATES->2009-2010 IMPORTANT DATES," and are also posted on the FCCA home page under the heading "FCCA ANNUAL CALENDAR."*

Updated: September 14, 2009