

## 2017-2018 TEPSA Region Timeline

	Person Responsible	Responsibility	Due Date
JULY	President & Pres-Elect	Attend <i>Summer Leadership Conference – June 28-30</i> * Completed region meeting scheduling form due to <a href="#">Karen</a> * Schedule region meeting staff presentation with <a href="#">Karen</a>	
		Plan with Region Executive Committee: * Identify potential membership recruiters and discuss membership recruitment plan * Plan Region meetings and send message to <a href="#">Karen</a> for email distribution * Determine awards promotion and selection processes	
AUG		Send updated membership and recruiter directory information to <a href="#">Ann</a>	Aug 1
		Contact potential sponsors for region meeting (at least one month prior to meetings if possible)	
		Send correspondence to administrators in your region and share: * Membership renewal – insurance expires on August 31, 2017 * Meeting dates, times, locations, topics, and speakers * Send region meeting details to <a href="#">Karen</a> for email distribution	Aug 11
SEPT		Begin one-on-one recruitment by calling: * New administrators regarding membership, Assistant Principals Conference and K-2 Conference * Principal preparation programs in your area regarding Aspiring Administrator Membership Participate in your Board Liaison Conference Call	
OCT		Solicit nominations for awards and organize selection committee	
		Call nonmembers and members regarding membership	
		Provide updated membership list to <a href="#">Ann</a>	Oct 13
	Pres & PE	Attend Board of Directors Meeting Online	Oct 23
NOV		Submit Spring Region meeting information to <a href="#">Karen</a> – keep in mind the AP and TEPSAN of the year deadlines when planning your meeting dates	Nov 1
		Plan Spring meeting, contact potential sponsors and send message to <a href="#">Karen</a> for email distribution	6 weeks prior
	Treasurer	Verify receipt and deposit membership rebate payment from TEPSA state office to <a href="#">Karen</a> (\$7 per paid membership)	
		Provide updated membership list to <a href="#">Ann</a>	Nov 17

Red – Leadership

Blue – Membership

Green - Financial

9/14/2017

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	Person Responsible	Responsibility	Due Date
DEC	President	Declaration of intent to run for TEPSA State Office due to <a href="#">Anita</a>	Dec 1
		Forward award applications to potential TEPSANs of the Year, APs of the Year, and NDP nominees	
JAN		Finalize Winter Board meeting reservations to <a href="#">Karen</a>	Jan 8
		NDP letter of intent and region recommendation letter due	Jan 11
		Send correspondence to administrators in your region and share: <ul style="list-style-type: none"> <li>* Meeting dates, times, locations, and topics</li> <li>* Summer Conference information including meeting time for your Region</li> </ul>	
		Submit Assistant Principal of the Year nominee name and AP professional photo to <a href="#">Karen</a>	Jan 22
		Submit TEPSAN of the Year nomination form to <a href="#">Karen</a>	Jan 22
	Submit NDP nominee application and high resolution photo to <a href="#">Elizabeth</a>	Jan 22	
FEB		Attend Winter Board meeting: <ul style="list-style-type: none"> <li>* Share region success stories</li> <li>* Purchase TEPSA products for door prizes/recognition</li> <li>* Review updated member/nonmember list</li> </ul> AP Applications with reference letters and professional photo due to TEPSA <a href="#">Karen</a>	Feb 9  Feb 14
	Treasurer	Verify receipt and deposit final membership rebate payment from TEPSA state office	
MAR		Identify Region Officers and begin 2018-2019 transition planning	
		Call nonmembers regarding the Spring First-Time membership	
	Pres & PE	Send Summer Conference Renaissance Hotel reservations to <a href="#">Joni</a>	Mar 30
APR		Finalize 2018-2019 Region Officers and send names and photos to <a href="#">Karen</a>	Apr 2
MAY		Send 2017-2018 Board Luncheon, and TEPSA Leaders Kickoff RSVP to <a href="#">Karen</a>	May 11
		Send 2018-2019 Board of Directors Summer Leadership Conference RSVP form to <a href="#">Karen</a>	May 18
		Awards Reception RSVP to <a href="#">Karen</a>	May 21
		TEPSAN and AP fun, candid school photo due to <a href="#">Cecilia</a>	May 21
JUNE		Attend Summer Conference: <ul style="list-style-type: none"> <li>* Attend 2017-2018 Board Leadership Luncheon and Awards Reception</li> <li>* Attend TEPSA Leaders Kickoff Reception for all Region Officers &amp; Standing Committee Members</li> <li>* Meet members and nonmembers from your Region</li> </ul>	Jun 12-15 Jun 13 Jun 12
	Pres & PE	All 2018-2019 Board Members plan to attend Summer Leadership Conference @ Horseshoe Bay Finalize 2018-2019 Region meeting dates: Dates due at Summer Leadership Conference	June 27-29

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