



## ICS DISTRICT DIRECTOR AND OFFICER PLANNING CALENDAR 2017/2018 FISCAL YEAR

MONTH	Activity
April 2017	<ul style="list-style-type: none"> <li>• April 21–23 – <b>ICS Annual Convention</b>, Des Moines Marriott Downtown, Des Moines, IA</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>• May 5 – <b>ICS Board of Directors Strategic Planning Meeting</b></li> </ul>
June 2017	<ul style="list-style-type: none"> <li>• Start planning and notifying your District Membership of <b>District meetings, CE, and your Legislative Social dates</b> (<i>hold in late August/September</i>) for the fiscal year: April 1–March 31               <ul style="list-style-type: none"> <li>• Note: CE speakers/topics should be sent to ICS one month before date for approval by CE Committee. Send dates and speakers to <a href="mailto:director@iowadcs.org">director@iowadcs.org</a>.</li> <li>• Use District forms located at: <a href="http://www.iowadcs.org/?page=district_information">http://www.iowadcs.org/?page=district_information</a></li> </ul> </li> </ul>
June 2017	<ul style="list-style-type: none"> <li>• <b>Start planning your District Legislative Social</b> for a date in August or September               <ul style="list-style-type: none"> <li>✓ Identify date and location and email Molly Lopez and Matt Fitzgerald with date, location and questions (<a href="mailto:mdfitz7575@gmail.com">mdfitz7575@gmail.com</a> and <a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul> </li> </ul>
July 2017	<ul style="list-style-type: none"> <li>• <b>Send reminder of Legislative Social</b> &amp; remind District members to invite their legislators</li> <li>• Due by July 21 – <b>District reports and action items</b> for ICS Board meeting (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
August 2017	<ul style="list-style-type: none"> <li>• August 4 – <b>ICS Board of Directors Meeting</b></li> <li>• <b>Send reminder of Legislative Social</b> &amp; remind District members to invite their legislators (<a href="mailto:mdfitz7575@gmail.com">mdfitz7575@gmail.com</a> and <a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• <b>ICSPAC fundraiser</b> (ICS lobbyists may ask you to bring this to members)</li> <li>• <b>District Legislative Socials held</b></li> <li>• Due by October 10 – <b>reports and action items</b> for ICS Board meeting (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>• <b>Schedule your District Annual Membership Meeting for January</b> with a reschedule date just in case of bad weather (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> <li>• <b>Create a Nominating Committee</b> in your district for 2018/19 District Officers               <ul style="list-style-type: none"> <li>✓ District Director Elections: Cedar Rapids/Iowa City, North East, South Central</li> </ul> </li> <li>• October 20 – <b>ICS/Advantage Joint Board of Directors Dinner, Cedar Rapids, IA</b></li> <li>• Attend <b>Fall Symposium, Cedar Rapids, IA October 21 &amp; 22</b></li> <li>• October 21 – <b>ICS Board of Directors Meeting, Cedar Rapids, IA</b></li> </ul>
November 2017	<ul style="list-style-type: none"> <li>• <b>Nominations for new District Officers due</b> to current District Officers.</li> <li>• Send first <b>District Annual Meeting announcement</b> to your District members (meeting should be scheduled in January (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>))</li> <li>• <b>Awards Nominations due</b> (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>• Send <b>Annual District Meeting reminder</b> (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> <li>• <b>Bylaw change suggestions</b> due to ICS office (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
January 2018	<ul style="list-style-type: none"> <li>• <b>Host District Annual Meeting</b></li> <li>• Due by January 13 – <b>District Reports and action items</b> for ICS Board meeting (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
February 2018	<ul style="list-style-type: none"> <li>• Attend <b>ICS Capitol Day &amp; CE Program, Des Moines, IA</b> – Wednesday, February 21</li> <li>• February 21 <b>ICS Board of Directors Meeting, Des Moines, IA</b></li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• Due by March 1 – <b>Election Results &amp; Annual District Report</b> to ICS Office (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>• Attend <b>ICS Annual Convention</b> April 19–22, 2018, Attend <b>Annual Membership Meeting</b> April 19</li> <li>• <b>Schedule/plan District meetings, District Legislative Social, and District CE</b> for the next Fiscal year (April 1–March 31) and send to ICS office (<a href="mailto:director@iowadcs.org">director@iowadcs.org</a>)</li> <li>• <b>Install New District Officers</b> at April (or next scheduled) District Meeting</li> </ul>

### Reminders:

- Send your District meeting reports to the ICS at least 10 days prior to the ICS Board of Directors Meetings.
- Action items to the ICS office for Board of Directors meetings are due four weeks prior to Board meetings.
- ICS office will send updated membership lists upon request.
- District Meeting CE Information send to [director@iowadcs.org](mailto:director@iowadcs.org).