

**Timeline – 2011-2012**  
**South Dakota Association of College Career Centers**

<p><b><u>January</u></b></p> <ul style="list-style-type: none"> <li>• January 15 – Secondary deadline for Thomson Grants</li> </ul>	<p><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>• BIG Job Fair – Sioux Falls</li> <li>• Select Thomson Grant recipients (secondary deadline) for notification by March 1 – President</li> <li>• Send meeting registration form for spring meeting</li> </ul>
<p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>• March 1 – notify Thomson Grant recipients</li> <li>• Black Hills Regional Job Fair – Rapid City</li> </ul>	<p><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>• Teacher Job Fair – Sioux Falls</li> <li>• Send a “doodle” to SDACCC members to find dates for spring and fall meetings for the following year; look at locations for both meetings</li> </ul>
<p><b><u>May</u></b></p> <ul style="list-style-type: none"> <li>• Spring Meeting – 2 days</li> <li>• Select dates and location of next spring and fall meetings (for next year) – SDACCC Board</li> <li>• Add information to archives (stored by president) – Job Fair Chairs and Board Members</li> <li>• Review contract for Executive Secretary – May Board Meeting</li> <li>• Add information from previous year to archives – President/Job Fair Chairs</li> <li>• Distribute membership invoices at spring meeting – treasurer</li> <li>• Update committee list and SDACCC timeline at spring meeting – president</li> </ul>	<p><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>• Fiscal year ends</li> <li>• Send letters to supervisor’s of members – President</li> <li>• Send press releases – Public Relations Committee/Executive Secretary</li> </ul>
<p><b><u>July</u></b></p> <ul style="list-style-type: none"> <li>• New fiscal year begins</li> <li>• Update CSO membership and distribution lists, as well as majors</li> <li>• Provide updates of Job Fair Time Lines and committee lists Pres Elect/Executive Secretary for the directory – Job Fair Chairs</li> <li>• Send dues reminders for those who have not paid dues yet</li> <li>• Send meeting registration form for fall meeting</li> </ul>	<p><b><u>August</u></b></p> <ul style="list-style-type: none"> <li>• Update directory and website. Check to be sure all dues are paid. Contact membership committee if members need to be contacted to pay dues – Executive Secretary/Pres. Elect</li> </ul>
<p><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>• September 1 – Primary deadline for Thomson Grants</li> <li>• Submit budget proposals to treasurer – Job Fair Chairs and President</li> </ul>	<p><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>• Select Thomson Grant recipients for notification at fall meeting – President</li> <li>• Conduct audit every other year – Pres Elect</li> <li>• Fall Meeting – 1 day</li> <li>• Select dates and location of next fall meeting – SDACCC Board</li> <li>• Complete and file IRS 990 Form – Treasurer</li> <li>• Send press releases – Public Relations Committee/Executive Secretary</li> </ul>
<p><b><u>November</u></b></p> <p><i>Happy Thanksgiving!</i></p>	<p><b><u>December</u></b></p> <p><i>Merry Christmas!</i></p>
<p><b><u>Ongoing</u></b></p> <p>Committee work  Special projects  Membership Committee – contact new staff members at SD post-secondary schools to invite them to join  Treasurer – keep President and Exec. Sec. alerted to additions/deletions in memberships so their e-mail lists can be kept updated</p>	