

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

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