

MAMEA Board Activities

Color legend: **Individual Responsible** **Meetings** **General Duties**

<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>
<p>MAMEA Conference Board Mtg. (Pres. & Pres-Elect) Business Meeting (Pres.): -Elections (Nom. Comm.) -Present new budget (Treas.) -NMEA report (Past Pres.) -Awards presentation (Pres.) -Pres-Elect takes office as Pres. -Announce new board & committee members (New Pres.)</p>	<ul style="list-style-type: none"> Updated list of board addresses posted to website and distributed to Board (Sec.) Date set for Mid-Year Bd. Mtg. (Pres.) 	<ul style="list-style-type: none"> Fourth quarter financial report due to Board (Treasurer) Membership renewal notices mailed (Secretary) Finalize nomination packets for MAMEA nominees for NMEA Awards (Awards Committee) 	<ul style="list-style-type: none"> MAMEA Conference planning (Pres.-Elect & Conf. Comm.) Mini conference planning for (State Reps.) Prepare Mid-Year Bd. Mtg. agenda (Pres.) Prepare report for Board on MAMEA conf. (Pres.-Elect & Conf. Comm.) Prepare report for Board on State activities (State Reps.)
<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>
	<p>MAMEA Mid-year Board meeting -First Quarter financial report to Board (Treasurer) -Membership report (Secretary) -Present report on MAMEA conference (Pres.-Elect & Conf. Committee) -State Reports due (State Reps.) -Committee reports (Chairs)</p> <p>NMEA Mid-Year Bd. Mtg. & Share-a-thon, NSTA, March -MAMEA report to NMEA & MAMEA exhibit at Share-a-thon (Past-Pres/MAMEA Rep.)</p>	<ul style="list-style-type: none"> Finalize nomination packets for MAMEA nominees for NMEA Awards (Awards Committee) 	<ul style="list-style-type: none"> (1st) Nominations for NMEA Awards due (Chapter Rep. & Awards Comm.)
<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>
<ul style="list-style-type: none"> Second Quarter Financial Report due to Board (Treasurer) 	<p>NMEA Conference - NMEA Board Meeting; MAMEA Chapter report (Past-Pres.=MAMEA Rep.) -MAMEA booth for Sea Faire (Past-Pres) -MAMEA Exhibit (Past-Pres) - MAMEA Chapter meeting (Past-Pres.)</p>	<ul style="list-style-type: none"> (1st) Mini-Grant proposals due proposals reviewed and awardees announced (Awards Comm.) Membership notified that nominees for office are being accepted by Nom. Committee (Sec. & Past Pres./Nom. Comm.) MAMEA Education Awards nominations due (Awards Comm. & State Reps.) Establish Committee Members & Chairs (Pres. & Pres.-Elect) NMEA Conference report to Masthead editor (Past-Pres.) 	<ul style="list-style-type: none"> Nominees for office announced to general membership 30 days before election (Nom. Comm.) Education award winners chosen; plaques prepared (Awards Comm. & State Reps.) Third quarter financial report due to Board (Treasurer) Prepare agenda for Oct. Board Mtg. & Business Mtg. (Pres.-Elect) Scholarship appl. due (Grants comm.)