

Section 9
Administrative/Management Calendar

Date	Task	Person(s) Responsible
Ongoing	Process orders for MER merchandise	Merchandise Sales Team
Ongoing	Process receipts and disbursements as needed, including checks from NMRA HQ for newsletter renewals and membership rebates	Business Manager and/or Treasurer
Monthly	Process NMRA HQ roster files to keep MER roster files current	Business Manager
10-12 days before BOD Budget meeting (see below)	Mail proposed budget to members of the MER BOD	Budget Committee Chairman
January 31	<p>Submit material to Editor of <i>The Local</i> for the March/April issue, including:</p> <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement program update • Simplified financial statement for fiscal year ending 12/31 <p>Call for nominations for officers or directors to be elected in the fall (including 200 word statement and photo)</p>	<ul style="list-style-type: none"> • President • Business Mgr. • Merchandise Sales Mgr. • AP Manager • Treasurer <p>Nominating Committee Chair</p>
Mid-January – early February	<p>MER Budget meeting:</p> <ul style="list-style-type: none"> • Vote on a budget 	<p>Budget Committee Chair Responsible Director</p> <p>Officers and Directors</p>
Within a week after BOD budget meeting (above)	Mail final approved budget to MER BOD members, Budget Committee members, and the Archives – report is to include prior year income and expenses	Budget Committee Chairman
February 3-7	Business Manager is notified by Editor of The Local on the 3rd to send mailing list to Penny Press.	Editor/Publisher notifies Business Manager; Business Manager send list
February 15	<p>Report of Division activities for the past year and plans for the upcoming year due from the Superintendents to the Vice President.</p> <p>Solicit agenda items for April MER board meeting</p>	<p>Each Division Superintendent Vice President</p> <p>Secretary</p>

Section 9
Administrative/Management Calendar

Date	Task	Person(s) Responsible
March 31	Submit material to Editor of <i>The Local</i> for the May/June issue, including: <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement Program update Preliminary “mark your calendar” information about fall convention	<ul style="list-style-type: none"> • President • Business Mgr • Merchandise Sales Mgr. • AP Manager • Local Convention Chair
April 3-7	Business Manager is notified by Editor of The Local on the 3rd to send mailing list to Penny Press.	Editor/Publisher notifies Business Manager; Business Manager send list
April 15	Deadline for mailing State of Maryland, Department of Assessments and Taxation Form 1, Personal Property Return	Treasurer
April 15 - 30	The non-convention BOD meeting shall be held at the calendar year’s convention site in April, but after April 15 th on a date to be determined by the President avoiding religious holy days. (See Policies III.5.E) <ul style="list-style-type: none"> • Status of the MER • Reauthorize awards and contests (in odd numbered years) • All other issues that require the Board to address 	President
May 15	Submit IRS Form 990, Electronic Notice (e-Postcard) for Tax Exempt Organizations	Treasurer
May 30	Deadline for Nominating Committee to report the slate of approved candidates to: Director overseeing this committee and Business Manager (Directors-at-large in odd numbered years, Officers in even numbered years)	Nominating Committee

Date	Task	Person(s) Responsible
May 31	Submit material to Editor of <i>The Local</i> for the July/August issue, including: <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement Program update • Article discussing any non-election issues that are on the ballot • Notice of Annual meeting (held in conjunction with the MER fall convention) • Detailed information about the Fall convention, including signup forms • Information regarding contest rules for the Fall Convention 	<ul style="list-style-type: none"> • President • Business Mgr. • Merchandise Sales Mgr. • AP Manager • President or Secretary • Secretary • Convention Chair • General Contest Chair
June 1	Deadline for delivering all information related to the ballots, i.e., list of nominees, 200 (and 500 word) word candidate statements, nominee photographs should be forwarded to the Director overseeing the Nominations committee to insure timely assembly of the ballot and relay of this information to the Editor of The Local and to the Web Master Validation of candidates should already be performed in parallel via the Business Manager.	Nominating Committee
June 3-7	Business Manager is notified by Editor of The Local on the 3rd to send mailing list to Penny Press.	Editor/Publisher notifies Business Manager; Business Manager send list

Date	Task	Person(s) Responsible
Early June	Production of ballot mailing begins – to include list of nominees, 200 word candidate statements, nominee photographs, other issues to be decided by ballot (such as a Bylaws amendment), and an announcement about the date and time of the Annual Meeting and the most current convention registration form Formatted materials should be sent to the Editor of The Local to insure inclusion on the July-Aug issue of the Local and creation of the Ballot and to the Web Master to insure placement of the information on the MER web site by Aug 1	Director overseeing the Nominations committee, with input from: ** Nominating Committee Chair (nominee names) ** Nominees (200 word statement and photograph) ** Business Manger (mailing list) ** Editor of The Local (creates ballot) ** Secretary (proposed By-laws changes, if any, date and time of Annual meeting)
July 31	Submit material to Editor of <i>The Local</i> for the September/October issue, including: <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement Program update • Detailed information about fall convention, including signup forms 	<ul style="list-style-type: none"> • President • Business Mgr • Merchandise Sales Mgr. • AP Manager • Convention Chair
No later than August 1	Mail ballots to members, using 1st class mail	Director overseeing the Ballot Committee Editor of The Local Printer of <i>The Local</i>
August 3-7	Business Manager is notified by Editor of The Local on the 3rd to send mailing list to Penny Press.	Editor/Publisher notifies Business Manager; Business Manager send list
Tuesday after Labor Day	Returned ballots must be postmarked on or before this date to be valid	Members and Ballot Committee Chair
Saturday after Labor Day	Ballots must be received by Ballot Committee to be valid	Members, and Ballot Committee Chair
Early September	Solicit agenda items for Fall MER Board meeting	Secretary

Section 9
Administrative/Management Calendar

Date	Task	Person(s) Responsible
Several weeks before convention	Send out copies of agenda and minutes for the BOD meeting and membership meeting, plus the latest roster	Secretary
2 nd Sat after Labor Day	The Ballot Committee reports the results of the election to the President, the Director overseeing this committee, and the Business Manager within 1 week of certification of the results by the Ballot Committee	Ballot Committee Chair
3rd Sat after Labor Day	Deadline for President to notify all candidates of electoral status Business Manager notifies web master and NMRA of election results	President Business Manager
September 30	Submit material to Editor of <i>The Local</i> for the November/December issue, including: <ul style="list-style-type: none"> • President's column • Business Manager's column • MER product order form • Achievement Program update • Brief mention of upcoming elections (if space is available) 	<ul style="list-style-type: none"> • President • Business Mgr. • Merchandise Sales Mgr. • AP Manager • Ballot Committee Chairman • Ballot Committee Chairman
October 1	Elections results posted on MER-NMRA web site	Web Master
October 3-7	Business Manager is notified by Editor of The Local on the 3rd to send mailing list to Penny Press.	Editor/Publisher notifies Business Manager; Business Manager send list
October (usually, but occasionally late September or early November)	MER Fall Convention – an MER board meeting is always held in conjunction with this convention	Convention Chair, Officers and Directors, plus many others
October	Annual Meeting of MER members – held in conjunction with MER Fall Convention – newly elected officers or board members assume their new positions at the end of this meeting	President
At or near the end of the Treasurer's 2-year term of office (ends in the Fall of even	Financial audit of MER books for the past two years (Treasurer's term of office) Note: if a new Treasurer takes over "mid-	Auditor (appointed by the President & confirmed by the Board))

Section 9
Administrative/Management Calendar

numbered years)	term”, an audit is needed at that time	
Early November	Mail budget input forms to MER board members and sets return date	Treasurer
November 15	Send Division Annual Report form to each Division Superintendent (due back February 15)	Vice-President
Mid-November	Board members review budget requests with their committee chairs	MER board members and committee chairs
Late November – early December	Budget requests received by Budget Chair	MER board members
November 30	Submit material to Editor of <i>The Local</i> for the January/February issue, including: <ul style="list-style-type: none"> • Report on previous Fall convention, including awards and activities • President’s column • Business Manager’s column • MER product order form • Announcement of Elections and deadlines • Achievement Program update Compilation/summary of Division activity reports	<ul style="list-style-type: none"> • Convention and Contest Chairs • President • Business Mgr. • Merchandise Sales Mgr. • AP Manager • Vice-President
Early December	Budget Committee meets to prepare budget proposal for submission to MER board for Jan Budget meeting	Budget Committee Chair
December 3-7	Business Manager is notified by Editor of The Local on the 3rd to send mailing list to Penny Press.	Editor/Publisher notifies Business Manager; Business Manager send list
Mid- to late December -	Notify President when the proposed budget is completed	Budget Committee Chairman
December 31	Fiscal year ends	Treasurer