

APCG ANNUAL CALENDAR
(excludes *Yearbook*, which the editor manages)

Abbreviations:

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| AC | Awards Committee chair |
| BP | Ballot Person (<i>Bob R. in 2019. If WildA is used for voting in the future, he might remain BP</i>) |
| C | AAG Councilor |
| CC | Committee Chairs, e.g. Women's Network, Larry Ford scholarship |
| CH | Conference Host for APCG annual meeting |
| EC | Executive Council |
| NC | Nominations Committee |
| P | President |
| PE | <i>Pacifica</i> Editor |
| WM | Webmaster for apcgweb.org |
| WA | Wild Apricot. Person handling apcg.wildapricot.org site (<i>Bob Richardson in 2019</i>) |
| S | Secretary |
| T | Treasurer |

Duties of the officers (except Treasurer) are linked to at the bottom of
<http://apcgweb.org/history-governance>

January

February

- 2nd membership dues notices mid to late February. **T, WA**
- Nominations Committee should collect and confirm candidates (names must be announced in Spring issue of *Pacifica*). Candidates should read the duties of each APCG office, posted on the “History and Governance” section of APCG website. **NC**

March

- Application information for Travel Grants, Presentation Awards, and Scholarships could/should be updated on apcgweb.org (by March or earlier). There's no reason to delay, and it might generate more interest. Normally the application details do not change much from one year to the next, and it wouldn't take the various committee chairs longer to do it now than a month or two later. **CC, WM, PE**
- *Pacifica* editor should send out call for items. Early March is best. **PE**
- Add conference registration page to Wild Apricot (basic with dates of conference, location, and local contact person) for next annual meeting. This should be sent to the Wild Apricot person and posted. **WA, CH**

April

- Spring *Pacifica* should be published by the middle of April (at the latest), including info on student grants and awards and the Fall APCG Annual Meeting. **PE**
- Send another membership dues notice [*for 2019, the 4th notice went out 4/12/19*] **T, WA**
- World Geography Bowl: If we had a team at the AAG annual meeting, send team members their checks (contact info needed from WGB coordinator). **T**

May

- Mail, or publish online voting, no later than May 1 (45 days before due date). Every 3rd year. **NC, WA, T**
- Renew non-profit status with Wild Apricot Corporations (\$10). **T**
- By end of the month, if possible, post the details of fall APCG annual conference in Wild Apricot/APCG website. Should include specific events, schedule, prices, lodging, etc. **WA, CH**

June

- Balloting ends no later than June 15. Winners contacted by APCG President to see if they still willing to serve. **BP, P**
- AAG notified of new APCG Regional Councillor (every 3rd year). **C**
- Open the conference registration on Wild Apricot. **WA**

July

- Members' addresses sent to University of Hawaii Press for Yearbook mailing (sometimes in August. It's UHP's call). **T**
- eFile 990-E with IRS for Fiscal Year ending June 30. **T**

August

- Prepare for the next election, including who would like to serve as members of the Nominations Committee. **EC**

September

- APCG Annual Meeting in September or October
- Awards Committees send names of grant & scholarship winners to Treasurer shortly before the APCG Annual Meeting. Treasurer needs names to prepare checks (except, of course, for those awards picked at end of paper sessions). **CC, AC**

October

- APCG Annual Meeting in September or October
- Awards Committees send names of grant & scholarship winners to Treasurer shortly before the APCG Annual Meeting. Treasurer needs names to prepare checks (except, of course, for those awards picked at end of paper sessions). **CC, AC**

November

- *Pacific* editor sends call for article submissions and committee assignments. (early November) **PE**
- Secretary should email a copy of this calendar to all affected people (that is everyone in the offices listed at the top of this calendar such as Executive Council, Webmaster, Nominating Committee, etc) **S**

December

- Fall *Pacifica* published (by the 1st week of December) PE
- Annual membership dues renewal 1st notices sent in early December if mailed by post office (or by mid-December if emailed). **T**

LONG-TERM PLANNING

- APCG Annual Meeting locations should be decided **three years ahead** of time.
- At a bare minimum, the **next two locations** for the APCG Annual Meeting should be **decided and confirmed by the close** of each APCG annual meeting. (This has often not been the case, and it is a big worry.)
- APCG Regional Division Councillor (to the AAG) must be **replaced every three years**.
 - The start and end dates (term) of each Councillor's term must be tracked (as their term ends).
- The Treasurer and Secretary must be replaced **every two years, staggered**.
 - The start and end dates (term) of each Treasurer and Secretary must be tracked (as their term ends).
- The *Yearbook* editor is a **five-year term**.
 - The year before a term is up we need to actively seek and confirm candidates.
- The *Pacifica* editor term is not specified in our Bylaws
 - But if the current editor wishes to step down, a new replacement must be sought and confirmed (this could take some time, so plan accordingly).
- The **APCG website ("History and Governance" page/tab)** includes a wealth of resources for those new to office, a new member, or folks who would like to learn more about our organization. <http://apcgweb.org/history-governance>
This includes, but is not limited to:
 - APCG Bylaws
 - APCG Constitution
 - List of specific duties for all Executive Council positions
 - List of past Officers, Councillors, Awards, Charter members
 - APCG Archives
 - Short History of the Women's Network
 - List of all Past APCG Annual Meetings (places, dates, etc)
 - How to Organize an APCG Meeting (info sheet)