

WOLLASTON GARDEN CLUB MASTER CALENDAR - MONTHLY TASKS (3/8/12)

MONTH	TASKS
JULY/AUG	<p>July 1 begins fiscal year; Terms of office begin for new Board members July 1 GCFM Awards deadline; Mayflower deadline - July 23 Treasurer's Books audited for prior year Finance Committee of Executive Committee meets to prepare up-coming budget Yearbook gets final edits and is sent out for printing *Plan Presidents' Tea (2011 - every 3 years)</p>
SEPTEMBER	<p>Treasurer pays monthly rent to WCC on 1st of each month Up-date WGC Calling-Tree & E-Mail list Board Approves Budget & then Membership Approval (1st Monthly Mtg) President signs building use contract with WCC South Shore District Coffee</p>
OCTOBER	<p>Treasurer renews 501C3 umbrella status with GCFM by October 1; Treasurer /Tax Accountant prepares state & fed 510C3 filings for Nov 15 deadline Greens Sale Up-Date GCFM Fall Conference</p>
NOVEMBER	<p>Treasurer sends E-Postcard to IRS and state filings to AG by Nov 15 Board approves Civic Beautification Budget GCFM Survey of Club Activities due to District Director (Dec 1) Board approves any changes to By-Laws; Read at Nov monthly meeting</p>
DECEMBER	<p>December 1 GCFM Awards deadline Greens Sale/Board Holiday Meeting Board approves final group of new members/assigns mentors Yearbook editor creates Addendum for yearbook</p>
JANUARY	<p>Approve & Disperse Charitable Contributions Asst Treasurer provides to Board final copy of Membership Lists Chairs provide Mid Year Up-Dates on Mentors, Calling Tree, Electronic Hospitality Log Web Tech Support Renews Domain Name w/ Server GCFM deadlines for Poster Contest & Press Book (Jan 25)</p>
FEBRUARY	<p>Board approves membership application Board approves meeting dates for next year's program Treasurer reviews mid-year line item spending *President/Board/Membership Appoint 3 Member Nominating Committee (2011) Greens Sale Final Report</p>
MARCH	<p>Plant Sale Up-Date 1st VP et al attends GCFM Program event Dues & renewal applications collected by Asst Treasurer</p>
APRIL	<p>Treasurer sends renewal for GCFM Insurance by April 15 Treasurer reviews line item spending with Board; Auditor appointed by Board *President selects new committee chairs 1st VP hosts Program committee mtg; begins to sign program contracts *Tri-Meeting Host (2010, 2013, 2016...) Dues & renewal applications collected by Asst Treasurer</p>
MAY	<p>Treasurer sends Annual Dues payment to GCFM by May 15 Treasurer confirms line item spending/gets recommendations for new budget Plant Sale/ Post Office Box renewal (notice in PO Box) *Installation Meeting (2012...)Terms begin July 1/Invite new officers/chairs to shadow So Shore District/GCFM Annual Meeting Deadline for membership dues & renewals to Asst Treasurer by May 31 (Mentor list)</p>
JUNE	<p>Members' Garden Tour Steering Committee Mtg National Garden Club Week (1st week of June) Board approves all new members/assignment of mentors by Membership chair Up-date Membership List by Asst Treasurer & Up-date WGC Calling-Tree & E-Mail list All Yearbook Data ready for editor by June 30 All Expense Vouchers due for payment to Treasurer by June 20 Corresponding Sec. sends Yearbook Directory data to GCFM (Green Book) by 6/30</p>