 Meet with College Marketing Department and establish cycles for AFC updates, advertisement, etc. Determine where they will be located (college newsletter, on the college website homepage, etc.).

 Set up table at all events displaying AFC materials. Have a donation “activity” where someone can win a gift.

 Publicize and promote the upcoming annual Conference.

AFC Chapter Membership Calendar

July

 Attend the Membership Development Workshop.

 Submit Chapter of the Year nomination materials to the Awards Committee by July 31st.

 Meet with the Membership Committee and develop a plan for the upcoming year.

 Request promotional items from state office.

 Meet with College President to discuss his/her participation in events/activities during the next semester.

 Ask the College President for a letter encouraging AFC involvement and membership. Post on website, email out to potential members, and provide a hard copy to HR for new employee orientations.

 Determine the Fall semester chapter meeting dates, times, and locations. Plan tentative events/activities.

 Determine when elections for new officers will take place.

August

 Establish a timeline of events for the beginning of the semester activities.

 Invite AFC CEO, President, and other State Elected Officers to College events to promote AFC.

 Ask the College President to encourage AFC Membership at all college events.

 Prepare “Welcome Gift” of goodies for new members. (AFC mug with candy or AFC pen set with a ribbon attached)

 Hold a Fall Semester “Welcome Back” Social.

 Email Current out to non-members asking them to consider joining.

 Attend all new employee orientations (Faculty and others). Meet with HR Department to establish who, when, and where.

 Offer a few free memberships at campus events.

 Don’t forget about your Chapter’s Retirees. Invite them back to campus for activities/events. Ask them to help you!

September

 Hold a Chapter Meeting. Encourage new members to attend. Provide free lunch at the meeting.

 Publicize and promote the upcoming Annual Conference and Region duties.

 Attend any/all new employee receptions.

 Submit Chapter’s nominations for Honorary Life Membership Award and the Distinguished Service Membership Award to the Awards Committee by September 1st.

 Hold a Chapter fundraiser. (book sale, bake sale, silent auction, etc.)

October

 Meet as a chapter to determine the list of delegates for the Annual Conference.

 Meet as a chapter to determine finalize all travel and region Annual Conference duties.

 Confirm chapter membership number with State Office. (these numbers will be used for membership award determinations)

November

 Attend Annual Conference.

December

 Hold an end of the year Holiday Social (dinner, luncheon, etc.).

 Install new officers at an end of the year meeting, recognize and thank exiting officers (Holiday reception or social).

January

 Executive Board meeting in early January to establish plan for the Winter/Spring semester.

  Set Winter/Spring Chapter meeting dates, times, and locations.

 Establish activities/events for the Winter/Spring semester.

 Submit travel for the state Leadership Conference for Chapter Officers.

 Speak with State Office about chapter membership.

 Membership Development Committee meets to establish activities and plans.

 Plan a community service project for the semester.

February

 Hold a Members Only Event – Invite College President and AFC CEO to provide an overview of the system’s legislative plan for the upcoming session. Don’t forget the Retirees!

 Chapter officers attend the state Leadership Conference. (Provide an update to full chapter upon return. Use website, newsletter, email, etc.)

 Promote upcoming Region and Commission meetings.

March

 Offer AFC 101 Session at college-wide Professional Development Day/In-service Day (Offer 2 free memberships)

 Post Perception to the chapter website. Send it campus-wide to all college employees. (Establish the permissions/parameters etc. prior to March).

 Contact Region Director about chapter responsibilities for the upcoming Spring Conference.

 Publicize upcoming Commission Conferences.

April

 Publicize upcoming Commission Conferences.

 Hold a Chapter Officer’s meeting to review the Chapter of the Year criteria and begin to compile information for submission due in July for the time period of June 1 – May 31st.

 Members Only Program – Update on the legislative session (President, Business Officer, AFC CEO, etc.)

May

 Forward out the Legislative Summary provided by AFC State Office.

 Hold an After Session Debriefing with the College President and Business Officer. (Can be Members Only or Open)

 Plan summer activities/event calendar. (fundraises, socials, or brown bag educational sessions)

 Meet to ensure that the Chapter of the Year criteria has been met prior to May 31st .

June

 Hold a Chapter Officers’ Meeting (review chapter calendar and financial needs for the year and make adjustments as needed)

 Use the June Current as a recruitment tool and forward it out to non-members on campus.

 Purchase Lifetime Membership for a minimum of 2 retirees.



**NOTE:**

Adjust this

calendar to

meet your

Chapter needs.