

A year in the life of Chair ARMTA Calgary Branch - created May 2023

May

- AGM - Election of Members at Large,
- meeting of new board to
 - determine Chair, Vice Chair, Treasurer
 - review book Call to Order and re-distribute among board members
 - distribute job descriptions
 - set meeting dates for year
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- Update website with new board & convener information

June meeting

- invite all conveners to the meeting to meet new board, ensure everyone has job description
- Ensure ACRA & OSR will start preparation
- Ensure Impromptu is preparing late summer issue
 - conveners information for fall & winter events
 - sponsorship convener/ renewing seeking sponsors
- Will there be a late August early September professional development
- Archives for past year

September or late August

- Affiliate Grant
- Music Conference Alberta – even years will be a grant to support attendance
- Check in with ACRA OSR
- Check website for updates

October

November

- Winter impromptu preparation
- Advise provincial administrator of any changes in branch membership fees, discounts, ...

January

- Preparation for AGM – date, location, speaker

February

- Budget preparation
- Identify nominating committee
- Past Chair - job description updates begin for presentation in March /April

March

- Odd number years CFMTA conference grant
- Budget presentation to Board

April

- Annual reports due for AGM

May AGM

- Introduce new members from past 12 months
- Thank board members & conveners (cards, small token of appreciation)

Preparing for Branch Board meetings

- About 2 weeks in advance request reports from Board and all conveners, include report template, & set a deadline to receive reports. It is usually worthwhile to send a reminder email a day before the deadline, naming the reports received
- Assemble the reports and prepare the agenda
- About 5 days before the meeting send agenda, minutes, reports, and any other documents out to board. The administrator can do this and will provide online link
- Know what the priorities are for each meeting
- Be familiar with Call to Order guidelines for business meetings

Preparing for AGM, other general meetings

- Announce date in Impromptu
- Speaker?
- Identify venue
- Notify catering convener
- Find agenda template for AGM
- Ensure proper notice is given for the meeting – see P & P
- Administrator set up a registration form
- Request annual reports (summary of the year's achievements) from conveners, committees, officers of the board
- With the assistance of administrator prepare the agenda (see P & P) and the meeting package