

Task	Primary	Other 1	Other 2	Timeframe	2023	
<b>Membership Year End Timeline</b>						
Send membership renewals	Member Engagement	Membership	Administrator	90 days before membership expiration	<b>2-Oct-22</b>	
Send membership reminder	Member Engagement	Membership	Administrator	60 days before membership expiration	<b>1-Nov-22</b>	
Send membership reminder	Member Engagement	Membership	Administrator	30 days before membership expiration	<b>1-Dec-22</b>	
Send membership reminder	Member Engagement	Membership	Administrator	15 days before membership expiration	<b>16-Dec-22</b>	
Send membership reminder	Member Engagement	Membership	Administrator	7 days before membership expiration	<b>24-Dec-22</b>	
Send membership reminder	Member Engagement	Membership	Administrator	December 31 of current year	<b>31-Dec-22</b>	
<b>Dues Expiration</b>					<b>31-Dec-22</b>	
<b>Spring 2023 Events</b>						
Election slate sent to President for BOD review	Nominating	President	BOD Chair	Dec. Board Meeting (12/15/22)	<b>12-Dec-22</b>	<b>hard date</b>
Send Election Ballot	Nominating	Administrator	President	Approx. 8 weeks before <b>April 1 Term</b>	<b>1-Feb-23</b>	<b>hard date</b>
Send Election Ballot reminder	Nominating	Administrator	President	two reminders		
Prepare timeline for Annual Meeting Send to Administrator	President	Administrator				
					<b>Term Start:</b>	<b>1-Apr-2023</b>
<b>Annual Meeting Timeline</b>						
Send "Hold the Date" e-mail blast for <b>Annual Meeting</b>	President	Administrator		Following April Biannual Board meeting with Committee Chairs	<b>20-Apr-23</b>	<b>hard date</b>
Finalize PDC brochures Post program on website	Professional Development	Program	Administrator	112 days (16 weeks) before meeting	<b>10-Jun-23</b>	
Finalize Awards to be presented	Professional Development	Member Engagement	Administrator	112 days (10 weeks) before meeting	<b>22-Jul-23</b>	
Prepare materials for distribution: Registration form link Agenda Poster session information Membership activities	Member Engagement / Program	Poster	President Administrator	112 days (16 weeks) before meeting	<b>10-Jun-23</b>	
Send e-mail blast reminder Focus: Hotel Arrangements	Arrangements	Administrator	President	98 days (14 weeks) before meeting	<b>24-Jun-23</b>	
Send e-mail blast reminder Focus: Exhibit/Poster/Reception	Exhibit / Poster	Administrator	President	70 days (10 weeks) before meeting	<b>22-Jul-23</b>	

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Send e-mail blast reminder Focus: Professional Development courses	Professional Development	Administrator	President	63 days (9 weeks) before meeting	29-Jul-23	
<del>Prepare postcard for mailing</del>	Administrator	President		56 days (8 weeks) before meeting	5-Aug-23	
Send e-mail blast reminder Focus: Early Bird Registration Deadline (8/4 (8 weeks before mtg))	Program	Administrator	President	7 days (1 week) before early bird reg	28-Jul-23	HARD DATE
Send e-mail blast reminder Focus: Plenary speakers	Program	Administrator	President	56 days (8 weeks) before meeting	5-Aug-23	
Send Press Release	Member Engagement	Administrator		56 days (8 weeks) before meeting	5-Aug-23	
Send e-mail blast reminder Focus: Webstreaming Option (if available)	Webstreaming Coordinator	Administrator	President	49 days (7 weeks) before meeting	12-Aug-23	
Send e-mail blast reminder Focus: Professional Development courses	Professional Development	Administrator	President	42 days (6 weeks) before meeting	19-Aug-23	
Communicate PDC Headcounts for decision making on holding all courses	Professional Development			42 days (6 weeks) before meeting	19-Aug-23	
Decide whether to hold all Professional Development courses	Professional Development	Board of Directors		35 days (5 weeks) before meeting	19-Aug-23	
Send e-mail blast reminder Focus: Exhibit and Reception	Exhibit	Administrator	President	35 days (5 weeks) before meeting	26-Aug-23	
Finalize tour and networking arrangements	Member Engagement	Administrator		35 days (5 weeks) before meeting	26-Aug-23	
Send AV requirements for plenary sessions and PD courses to Arrangements	Program	Professional Development		30 days before meeting	31-Aug-23	
Prepare timeline for Fall Meeting	President	Administrator		28 days (4 weeks) before meeting	2-Sep-23	
Send e-mail blast reminder Focus: Networking, Membership Dinners and D.C. Opportunities	Member Engagement	Administrator	President	28 days (4 weeks) before meeting	2-Sep-23	
Finalize Exhibit Arrangements	Exhibit	Administrator	Arrangements	28 days (4 weeks) before meeting	2-Sep-23	
Submit final program agenda, bios, and	Program	Administrator		28 days (4 weeks) before meeting	2-Sep-23	
Submit professional development course materials	Professional Development	Directors/Instructors	Administrator	21 days (3 weeks) before meeting	9-Sep-23	
Submit committee and officer reports	Committee Chairs Officers	Administrator		21 days (3 weeks) before meeting	9-Sep-23	

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Send e-mail blast reminder Focus: Mobile App	Mtg App Coordinator	Administrator		21 days (3 weeks) before meeting	9-Sep-23	
Send e-mail blast reminder Focus: Program and Webstreaming	Program, Webstreaming Coordinator	Administrator	President	14 days (2 weeks) before meeting	16-Sep-23	
Review Nominating Committee membership and fill vacancies as needed	President	Nominating		14 days (2 weeks) before meeting	16-Sep-23	
Send e-mail blast reminder Focus: Networking Opportunities, Social Media, Awards, Mobile	Member Engagement	Social Media, Mtg App Coordinator	President Administrator	7 days before meeting	23-Sep-23	
Send e-mail blast reminder Focus - hotel registration deadline is 6p 9/8					1-Sep-23	HARD DATE - one week prior to hotel reg deadline
HOTEL REGISTRATION CUT-OFF DATE - set by hotel					8-Sep-23	HARD DATE set by Hotel
2023 Meeting Dates					30-Sep-2023	5-Oct-2023