

SDG ORGANIZATIONAL TIMELINE GUIDE (updated 7/2010)

MONTHLY:

Membership Renewal Notices – Management
Membership Report - Management
New Members Welcome Letter- Management
Management of Member Clicks, Database, Financial, Office, Member Service, Website – Management
Online Directory Update - Management
Fiscal Oversight – Treasurer/President/Management
Financial Report - Management
Management Oversight - President
Updating Web Pages & Monitoring Website for Problems - Vice President, President, & PR Team
Answer Q&A – Resources
Research Resources & update Resource Library – Resources
Volunteer Coordination – Vice President
Management of Programs – Programs
Publicity, promotion, and fundraising – Public Relations/Development/President
Ongoing Outreach (including Collegial Relations)– President, Development, Public Relations
BOD Updates & Director Support, weekly if needed - President

FOUR TIMES A YEAR:

Traveling Workshops / Presenters Package – Programs
Board Reports – BOD
E-Newsletter – Vice President/ BOD

TWO TIMES A YEAR:

Journal – November & May – PR Team/President
Board Meetings – President/BOD
Electronic Archives Submission – Secretary/President

ANNUALLY:

Annual General Meeting – President/BOD
Renewal of Management Contract – President/BOD/Management
Annual Budget – President/ Treasurer/Management/Programs
Annual Report – President/Development
Annual Letter of Appeal – President/Development
SDGO Benefit Concert – PR/Programs
Chapter Reports – Chapter Reps/President

EVERY OTHER YEAR:

International Festival – Programs/BOD
Sacred Dance Journey – Programs

JANUARY

End of January - Board Reports – BOD
Annual Report – President/Development
Festival /Traveling Workshops/Sacred Dance Journeys Prep – Programs/BOD

FEBRUARY

Programs Prep – Programs/BOD
Winter Board Meeting/ Agenda/ BOD Update – President, Vice President, BOD
BOD Replacement decisions for following year- BOD
Nominating Work begins – Vice President/President/BOD
Events & Festival for following year decisions and startup – Programs/BOD
Financial & Membership Report – President/ Management/Treasurer

Annual Budget Process- President/Treasurer/ Management

MARCH

Mid- E-Board Newsletter – Vice President/BOD

Feb. Board Minutes approved and sent to Board, Website & Archives – Secretary/President

Feb. Board Meeting policy & By-laws updated sent to Board & Archives – Secretary

15th – Deadline for Journal articles, typesetting, proofreading, etc. – Journal Coordinators PR/ Pres.

Festival Scholarship Deadline & other Festival Prep – Programs/BOD

Organizational Review based on Board Meeting discussions- President

By-law and Policy changes started if necessary – Vice President

Annual Membership Meeting set & announced in Journal – BOD/Journal Editor

Nominating work continues – Vice President/BOD

Mid March Journal Article Deadline – Journal Coordinators PR /BOD

APRIL

Festival Scholarships Awarded – Festival Award Committee/Programs

IRS 220/501c-3 Report, NH & Maryland Reports and annual forms – Management/Pres/Treas

Programs Prep – Programs/BOD

Board Reports – BOD

Nominating work continues – Vice President/BOD

May

1st – Journal online – Journal Coordinators/Management

People in place for being Officers/Directors – Vice President

BOD Orientation Materials updated on Board Page – Vice President

Programs Prep – Programs/BOD

JUNE

1st – Ballots online & sent – Vice President

Mid- E-Board Newsletter – Vice President/BOD

Incoming Board Members welcoming letter & e-list invitation – President

Thank You Letters to Volunteers – Appropriate BOD

Thank You Letters to outgoing Directors/Officers – President

Send Officer & Director Information to incoming Officer/Directors – Each Officer/Director

Programs Prep – Programs/BOD

End of June Board Reports – BOD

JULY

Festival/Programs – Programs/BOD

Summer Board Meeting – President/ Vice President/ Programs/BOD

Elections – Vice President

Financial and Membership Reports – President/Treasurer/Membership/ Management

Annual General Membership Meeting – President/Programs

State of The Guild Report - President

Last year's AGM Minutes approved – President/Secretary

Chapters Reports – President

Volunteer Recruitment at Festival – BOD

New Officers/Directors lists distributed and changed on website – Secretary/President/Management

Board E-list revised – Vice President/Pres/Management

AUGUST

Policies & Bylaws updated and sent to Board/ Archives – Secretary

Summer Board Meeting Minutes approved, online, and sent to Archives – Secretary/President/ BOD

Annual Meeting Minutes written up, online, and sent to Board/Archives – Secretary/President

**Organizational Review based on Board Meeting Discussions – President
Festival/Programs Wrap Up – Programs/BOD**

SEPTEMBER

Mid September Journal Articles due – Journal Coordinators/BOD

E-Board News – Vice President/BOD

Festival/Program Prep begins – Programs/BOD

OCTOBER

Board Reports - BOD

Annual Letter of Appeal worked on – President/Development

Festival Programs Prep – Programs/BOD

NOVEMBER

Journal online - Journal Coordinators/President/Management

Annual Letter of Appeal sent – President/Development

Festival Program Prep – Programs/BOD

DECEMBER

E-Board News – Vice President/BOD

Management Evaluation - President

Renewal of Management Contract – President/ Management/ Board

Festival/Programs Prep – Programs/BOD