When & What To Do

PSPE CHAPTER PLANNING

PSPE Chapter Leadership Meeting
April 2012
Planning – When & What

- Driven by Constitution & Bylaws
- Should cover the major segments of activity
  - Chapter Operation
  - Events
  - Awards
- Maintain an active document, distributed at the beginning of the Administrative Year
Planning – Chapter Operation

- Monthly BoD Meeting
- Periodic Chapter Business Meeting
- Submittals
  - Tax
  - Audit
  - PSPE / NSPE
- Officer Nomination / Election
- Periodic Publication
- Donations / Sponsors
Planning – Chapter Events

- MATHCOUNTS
- Continuing Education Sessions
- Periodic Dinner Meeting
- Local Community Support
  - Science Fair Judging
  - Career Days
Planning – Chapter Awards

- Engineer of the Year
- Young Engineer of the Year
- Scholarships
Planning – PSPE Calendar

January
- Board of Directors Meeting
- Nominating Committee report to the Board
- Finance Committee to meet
- Nominating Committee will present candidate lists to Board
- Fellows Committee review
- "PE Reporter" published

February
- "PE Week"
- Reports and articles due for the Spring "PE Reporter"

March
- Board Nominations meeting
- MathCounts President invited to speak
- "PE Reporter" published

April
- Executive Committee Meeting
- Chapter Leaders Conference
- "Select Date/Location for next year’s conference"

May
- Legislative Day
- Reports and articles due for Summer "PE Reporter"

June
- Board of Directors Meeting
- Chapter Board Updates
- "PE Reporter" published

July
- "NSPE meeting"

August
- "Incoming President to start putting committees together"

September
- Annual Conference
- Executive Committee meeting
- BoD Meeting
- Reports and articles due for Fall "PE Reporter"

October
- "Fellow nominations"

November
- "Board nominations"
- "Chapter treasurer reports"
- Request info from Chapters for dues disbursements

December
- "Wanneer Assoc. contract review"
- "Budget prep"
- "Fellow nominations to committee"
- Reports and articles due for Winter "PE Reporter"
## Planning - Chapter Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Board of Directors Mtg.</th>
<th>Chapter Event</th>
<th>Special Activity</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Planning Meeting @ discretion of President 1st Monday</td>
<td>Fall Picnic</td>
<td></td>
<td></td>
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<tr>
<td>Sept.</td>
<td></td>
<td>No Dinner Mtg.</td>
<td>Fund Raising Event - Red Barn</td>
<td></td>
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<tr>
<td>Oct.</td>
<td>1st Monday</td>
<td>Dinner Mtg.</td>
<td>Distribute Sustaining Members Letters</td>
<td></td>
</tr>
<tr>
<td>Jan.</td>
<td>1st Monday</td>
<td>MATHCOUNTS Practice Round</td>
<td>Nom. Comm. Selection</td>
<td></td>
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<tr>
<td>Feb.</td>
<td>1st Monday</td>
<td>Engineers Week Dinner MATHCOUNTS Regional Event</td>
<td>Nom. Comm. Mtgs.</td>
<td>YEOY Present (Plaque) PSPE Awards submit Scholarship(s) Request ASSES Testing</td>
</tr>
<tr>
<td>Apr.</td>
<td>1st Monday</td>
<td>Dinner Mtg.</td>
<td>Nominations Closed Voting for nominees Chapter Dues Review</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>1st Monday</td>
<td>Annual Mtg.</td>
<td>MATHCOUNTS National Event Installation of Officers (PSPE Officer)</td>
<td>EOY Present (Plaque) MATHCOUNTS Recognition University Scholarships Present</td>
</tr>
<tr>
<td>June</td>
<td>None</td>
<td></td>
<td>PSPF Annual Mtg</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Other items needing placement**: High School, Middle School presentations Science fair judging