

TIMELINE FOR FACILITATOR REPORTS AND RESPONSIBILITIES

Month	Chapter Business Events
ONGOING EACH MONTH	Check membership lists-Notify members with expiring memberships to keep current. Members renew online on our website www.oregonpro.org
AUG	Calendars for Sept-June due Aug 5. (This year due Aug 30,2024) Submit to Facilitator Liaison Betty Phillips preciousteddiesdaycare@yahoo.com
SEPT	Hold a Chapter meeting or event
OCT	Hold a Chapter meeting or event
NOV	Hold a Chapter meeting or event
DEC	Hold a Chapter meeting or event
	Bi-Annual Treasurer Report DUE (Listing income/expenses during year) Send to Betty Phillips
JAN	Hold a Chapter meeting or event
FEB	Hold a Chapter meeting-Social Nominations for next year's Facilitator will be the main focus of this meeting. A time of social and networking will follow Facilitator job description emailed out to chapter members prior to the February chapter meeting Nominations for next year's facilitator take place at the February chapter meeting Nominations for next year's facilitator take place at the February chapter meeting and are accepted/declined by nominees
MAR	No meeting Spring PRO Conference
APR	Hold a Chapter meeting or event Elections for the facilitator to take place at April's chapter meeting
	A Facilitator training/retreat spring date TBA
MAY	Hold a Chapter meeting or event
JUNE	Hold a Chapter meeting Last one before summer break
	Bi-Annual Treasurer Report DUE. See easy form in Facilitator Resources Copy of training certificates submitted to the Facilitator Liaison - Financial information on money spent in your chapter for the yr.Starting balance was \$1,000 - List of in-person and roundtable trainings offered One copy of each training certificate with one participant's name on it Your new Chapter calendar for following year Money is not deposited in Chapter accounts until new calendar received for following year

JUL AUG	Chapter meetings optional
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