

2025 Calendar Planning - LWVMC Board

MONTH		EVENT, ETC.
JANUARY	8	General Membership meeting
January	16	LWVMI Leaders and Presidents meeting 7pm
January	22	Board mtg (10-noon)
		* Appoint Budget Committee
		* Begin Planning the Annual Meeting
		* Appoint Bylaws Review Committee Note for 2025: Task Bylaws Comm. to add the ChapterSpot changes
		* Board works on Priorities to be presented to membership at Annual mtg (feedback from membership at Feb and/or March membership mtgs. Board approved by April)
January	23	Voter Service Network 7pm
January	31	Membership Count Deadline: Membership roster must be current & accurate for "active" vs. "inactive" status.
January		<i>Begin planning for Sunshine Week (March 16-22)</i>
		<i>LWVUS Program Planning meetings Jan.-Feb. (Response due in March)</i>
FEBRUARY		<i>BLACK HISTORY MONTH</i>
February	5	General Membership mtg 6:45-8:15, 6:30 Social PWPL
		* Priorities reviewed Feb or March * Semiannual Budget Comparison per bylaws
February	13	Leaders and Presidents Meeting 7pm
February	14	LWV 105th Birthday
February	26	Board mtg (10-noon)
		* Board works on Priorities
		* Annual Mtg Planning Com. reports to the board
February		LWVMI Voter Service Network 7pm
February		LWVMI Observer Corps Network 3pm
February		<i>Budget Committee meets. Per LWVMI, include funds to send delegates to Convention</i>
February		<i>Bylaws Committee looks at bylaws for possible amendments</i>
February		<i>Nominating Committee and Annual Mtg planning meetings this month</i>
MARCH		<i>WOMEN'S HISTORY MONTH</i>
March	5	General Membership meeting

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March		*Board presents priorities draft to membership for feedback *Nominating committee requests nominations
March	16-22	Sunshine Week 2024
March		LWVMI Membership Leaders' Network mtg 7pm
March		Local & LWVMI Presidents call 7pm
March	26	Board mtg (10-noon)
		* Board reviews membership feedback on Priorities and revises * Discuss how to create Annual Report:contributors, compiler, layout
		* Annual Mtg Planning reports to the board
		* Budget Committee presents proposed Budget for review & revision
		* By-Laws Committee presents bylaw amendments or proposed policy changes to board for review
		<i>* Any Participation in LWVMI Convention May 16 - 18? Delegate planning</i>
March		LWVMI Observer Corps Network 3 pm
March		LWVMI Voter Service Network 7pm
March		<i>Nominating, Budget, Bylaws and Annual Mtg Planning meet this month</i>
March		<i>LWVUS Program Planning response is due in March</i>
APRIL		EARTH WEEK APRIL 16 - 22
April	2	General Membership mtg (6:45-8:15) 6:30 Social
		* Suggested nominations due to the Nominating Committee
		* Board accepts any final suggestions for priorities from members
April		LWVMI Membership Leaders' Network mtg 7pm
April	8	Equal Pay Day
April	23	Board mtg (10-noon)
		* Board approves Budget, Priorities and any Bylaws amendments to be emailed to membership May 4
		* Nominating Committee presents slate of board members and officers and nominating committee to Board - will be emailed to members May 4
		* Board re-affirms Non-Partisan and DEI policies
		* Annual Mtg Planning reports to the board
April		Local & LWVMI Presidents call 7pm Zoom
April		LWVMI Observer Corps Network 3pm
April		Voter Service Network 7pm

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April		<i>Work on Annual Report this month</i>
April		<i>Annual Mtg Planning meets this month</i>
April		<i>Annual report submissions due to compiler</i>
MAY	4	Annual mtg materials e-mailed to membership: Slate, Budget, Priorities & any proposed Bylaws amendments
May	6	Election day (if needed)
May	7	General Membership mtg (6:45-8:15) 6:30 Social
		* Re-affirm non-partisan and DEI policies with membership
May		LWVMI Membership Leaders' Network mtg 7pm
May	16-18	LWVMI Convention in Grand Rapids
May	28	Board mtg (10-noon)
		* Annual Mtg planning report to the board
		* Finalize Board Member Orientation Plan and Binder contents
		LWVMI Voter Service Network 7pm
May	28	Annual Mtg invitation email to members w/mtg materials and Annual Report
May		<i>Tadych receipts due</i>
May		<i>Expect Directors & Officers Insurance (D&O) billing</i>
May		<i>New Board Member books prepared</i>
May		<i>Annual Mtg Planning meets this month</i>
JUNE		<i>PRIDE MONTH</i>
June		Deadline for local leagues D&O Insurance payment
June	4	Annual Meeting 6-8 p.m.
		* Report from membership on quorum
		* Report from Nominating Committee
		* Elections of officers, directors and nominating committee
		* Presentation and adoption of budget
		* Presentation and adoption of priorities
		* Presentation and adopting of any bylaws revisions
June	9 to 13	Secretary delivers Orientation Packets to New Board Members
June		LWVMI Membership Leaders' Network mtg 7pm
June		Local & LWVMI Presidents call 7pm
June	14	Pride Fest 2024
June	19	Juneteenth celebration
June	25	Board mtg (10-noon)

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		* First mtg to welcome new board members
		* Appoint any additional board members
		* Take photo of new board
		* Consider & plan board retreat
June		LWVMI Observer Corps Network 3pm
June		<i>End of fiscal year (6/30)</i>
JULY		Start of new fiscal year
July	2	No general membership meeting on July 2
July	4	4th of July Mqt. Parade
July		LWVMI Membership Leaders' Network 7pm
July		Local & LWVMI Presidents call 7pm
July	23	Board mtg (10-noon)
		* Board appoints board member to Nominating committee
		*Board assigns tasks in Bylaws Article V, Sec. 3 & 8 and other duties.
July		Voter Service Network 7pm
July	25	Blueberry Festival - possible table
July		<i>Close out books for previous fiscal year</i>
July		<i>Watch for LWVUS and LWVMI PMP payment invoices (includes general liability insurance) In 2024, LWVMI PMP paid in July & LWVUS in Sept.</i>
July		<i>Begin planning for NVRD</i>
August		
August		Deadline to send Year-end financial reports and proof that 990-N was filed by Nov 15 to LWVMI
August	6	General Membership mtg (6:45-8:15) 6:30 Social
		*Semiannual Budget Comparison per bylaws (Send Treasurer's Year-end Report to membership) * *Formally announces assignments to membership.
August		LWVMI Membership Leaders' Network 7pm
August	27	Board mtg (10-noon)
August		* Board appoints Peer Reviewer(s) for financials
August		LWVMI Voter Service Network 7pm
August		LWVMI Observer Corps Network meets via Zoom 3 pm
August	25?	NMU FallFest 11-3:00 (1st day of classes)
SEPTEMBER		<i>Voter Registration Month</i>

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September	3	General Membership mtg (6:45-8:15) 6:30 Social
September	16	National Voter Registration Day 2024 (H.S. classes dates vary)
September	17	Constitution Day and Citizenship Day commemorates the Sept. 17, 1787 signing of the US Constitution
September	24	Board mtg (10-noon)
		* Financial Peer Review Verification Report presented to Board
September		VOTE411 Go Live date for Nov. 4 general election. Absent voter ballots delivered by County Clerk
September		<i>2nd 2024 Adopt-a-Hwy clean-up</i>
September		<i>Tadych's receipts should be due by Mid-Sept.</i>
OCTOBER		<i>Voter Education Month</i>
October	1	General Membership mtg (6:45-8:15) 6:30 Social
		* Peer Review Verification Report presented to membership (have until Feb per bylaws)
October	22	Board mtg (10-noon)
October		* Tadych's receipts possibly due in October
October		* <i>Consider LWVMC holiday tree PWPL - application due in Nov.</i>
NOVEMBER		<i>National Native American Month</i>
November	4	<i>Election Day?</i>
November	5	General Membership meeting 6:45pm
November		IRS 990-N e-postcards due (for FY 7/1 to 6/30)
November	26	Board mtg (10-12p.m.)
November		*Bd+ Committee reps plan membership meeting. Programs
December	3	General Membership mtg (6:45-8:15:) 6:30 Social
December	17	Board mtg (10-noon)
December		<i>Financial Peer Review Report to membership by Feb 1</i>

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