



2013 – NHGCSA Board of Directors
Monthly Obligations

JANUARY

- ☐ Monthly BOD meeting - Holiday Inn, Concord, NH - **ORIENTATION**
 - *Meet and Greet* w/ new board members
 - Appoint Committees
 - Collect contact info for all BOD members and forward to Joy (Secretary)
 - Name, club, committee, address, work phone, home phone, cell phone, fax, email
- ☐ Coordinate Ski Day for Late-January (V.P.)
- ☐ Lay out BOD Meeting dates (Pres.)
- ☐ Lay out Newsletter deadlines & print dates (Newsletter)
- ☐ Photograph of BOD members – Coat & Tie Please (Heads only)
- ☐ Communicate Directory mailing w/Joy (Secretary)
- ☐ Prepare Education for April and May Chapter Meetings (Education)
- ☐ Contact Attorney General re: Scholarship Trust Fund (Pres.)
- ☐ February Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ Submit content for *TurfTalk* to Joy by 1/15/2013 (All board members)
- ☐ Wrap up '13 Tournament Schedule for April Newsletter (Golf)
- ☐ Secure advertising for *TurfTalk* (Newsletter)
- ☐ Contact Scholarship Recipients by letter, mail check(s), run press release in recipient's local newspaper (Scholarship, Treasurer)



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FEBRUARY

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
- ☐ GCSAA Conference & Show
- ☐ Update Lists for Joy: Members, and New Hampshire golf facilities (V.P.)
- ☐ Secure Education for August Meeting (Education)
- ☐ March Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ '13 Tournament Schedule finalized and posted in Spring Newsletter (March)
(Golf)
- ☐ *TurfTalk* publish date 2/8. (Newsletter)



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MARCH

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
- ☐ NERTF Conference
- ☐ Secure Education for September Meeting (Education)
- ☐ Send “Presentation Template” to April Chapter Meeting Host (Secretary)
- ☐ April Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ Submit content for *TurfTalk* to Joy by 3/20 (All board members)



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APRIL

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
- ☐ April Chapter Meeting Notice sent (Secretary)
- ☐ Monthly Chapter Meeting w/ Education
 - welcome new faces and announce new members (V.P.)
 - Control meeting registration and collect money, provide Secretary with list of attendees (Member / Public Rel., Golf)
- ☐ April Chapter Meeting “Thank You” sent to host (Secretary)
- ☐ Secure Education for October Meeting (Education)
- ☐ May Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ *Turf Talk* publish date 4/11. (Newsletter)



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MAY

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
- ☐ May Chapter Meeting Notice sent (Secretary)
- ☐ Monthly Chapter Meeting - Joint Meeting w/ MGCSA (NH's turn to host in 2013)
- ☐ May Chapter Meeting "Thank You" sent to host (Secretary)
- ☐ Secure Fisher Cats Tickets
- ☐ Begin Preparation of Annual Fiscal Budget – Due 7/1/13?? (Treas. & Pres.)
- ☐ Education Day speakers need to be finalized by June (Education)
- ☐ Secure Education for November Chapter Meeting (Education)
- ☐ June Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ Submit content for *Turf Talk* to Joy by 5/24 (All board members)



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JUNE

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
- ☐ Gold Ball Notice sent (Secretary)
- ☐ Review Hole Sponsor sign mailing w/Joy Contact and solicit signs to all Vendors (Scholarship)
- ☐ Signs for Gold Ball (Scholarship)
- ☐ Scholarship Tournament support needs (Golf)
- ☐ Gold Ball Scramble (No Monthly Chapter Meeting)
- ☐ Gold Ball “Thank You” sent to host (Secretary)
- ☐ Dues mailing due 7/8/2013 (Treasurer)
- ☐ Finalize Annual Fiscal Budget by 7/1/13 (Treas. & Pres.)
- ☐ Membership Cards issued to all members after 7/1/08 (Treasurer)
- ☐ Have speakers secured for Education Day (Education)
- ☐ July Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ *Turf Talk* publish date 6/12. (Newsletter)



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JULY

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
- ☐ No Monthly Chapter Meeting
- ☐ Fisher Cats Game
- ☐ File w/ IRS and NH Charitable Trust & initiate annual audit by 8/1/13
(Treasurer)
- ☐ Send "Presentation Template" to August Meeting Host (Secretary)
- ☐ August Board Meeting Notice & Last Meeting Minutes sent (Secretary)



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AUGUST

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
 - **Appoint Nominating Committee by 9/1/2013 (BOD)**
- ☐ August Chapter Meeting Notice sent (Secretary)
- ☐ Monthly Chapter Meeting
- ☐ New England Superintendent Championship qualifier
 - welcome new faces and announce new members (V.P.)
 - Control meeting registration and collect money, provide Secretary with list of attendees (Member / Public Rel., Golf)
- ☐ August Chapter Meeting “Thank You” sent to host (Secretary)
- ☐ Scholarship Tournament Notice sent by early September (Scholarship)
- ☐ Report on Scholarship Tournament plans to-date (Scholarship)
- ☐ **File information to Accountant for fiscal '11/'13 by 8/15/13 (Treasurer)**
- ☐ Send “Presentation Template” to September Chapter Meeting Host (Secretary)
- ☐ September Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ Submit content for *Turf Talk* to Joy by 8/16 (All board members)



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SEPTEMBER

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
 - Appoint Outstanding Service Award Committee by 10/1/13 (Pres.)
 - Finalize all Scholarship Tournament plans (Scholarship)
- ☐ September Chapter Meeting Notice sent (Secretary)
- ☐ Monthly Chapter Meeting
 - welcome new faces and announce new members (V.P.)
 - Control meeting registration and collect money, provide Secretary with list of attendees (Member / Public Rel., Golf)
- ☐ September Chapter Meeting “Thank You” sent to host (Secretary)
- ☐ Help administer New England Superintendent Championship – who’s hosting? (Golf)
- ☐ Review delinquent members – 60 days (Treasurer)
- ☐ Send “Presentation Template” to October Chapter Meeting Host (Secretary)
- ☐ October Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ *Turf Talk* publish date 9/9. (Newsletter)



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OCTOBER

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
 - Appoint Outstanding Service Award Committee by 10/1/13 (Pres.)
 - Plan to have recipient selected by 11/15/13
 - Appoint (2) Tellers for election by 12/1/13 (BOD)
 - Have finalized slate of candidates w/ Bios for election – Must be posted in November Newsletter (Nom.)
- ☐ October Chapter Meeting Notice sent (Secretary)
- ☐ Scholarship Tournament
- ☐ Monthly Chapter Meeting w/ Education (Joint meeting w/ CGSANE?)
 - welcome new faces and announce new members (V.P.)
 - Control meeting registration and collect money, provide Secretary with list of attendees (Member / Public Rel., Golf)
- ☐ October Chapter Meeting “Thank You” sent to host (Secretary)
- ☐ Send “Thank You” to Scholarship Tournament host (Scholarship)
- ☐ Forward all Scholarship Tournament results to Joy for news release (Scholarship)
- ☐ Keep an eye out for scholarship applicants w/ Joy – **Deadline 10/31/13 (Scholarship)**
- ☐ Begin to secure meeting sites for '13– *should* be completed by Annual Meeting (V.P.)
- ☐ Review delinquent members – 90 days (Treasurer)
- ☐ GCSAA Chapter Delegates Meeting; Lawrence, KS (Chapter Rel.)
- ☐ Send “Presentation Template” to November Chapter Meeting Host (Secretary)
- ☐ November Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ Submit content for *TurfTalk* to Joy by 10/13 (All board members)



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NOVEMBER

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
 - Review and present scholarship applications to BOD, with recommendations (Scholarship)
 - Have Outstanding Award recipient selected, purchase award for presentation @ Annual Meeting (OSA)
- ☐ Annual Meeting Notice sent (Secretary)
- ☐ Secure & publish association meeting locations, dates, activities - No later than 1/15/2014 please! (V.P.)
- ☐ November Chapter Meeting Notice sent (Secretary)
- ☐ Monthly Chapter Meeting w/ Education
 - welcome new faces and announce new members (V.P.)
 - Control meeting registration and collect money, provide Secretary with list of attendees (Member / Public Rel., Golf)
- ☐ November Chapter Meeting "Thank You" sent to host (Secretary)
- ☐ File Annual Report w/ Attorney General's office by 11/15/13, and file IRS forms (Treasurer)
- ☐ December Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ Turf Talk publish date 11/1. (Newsletter)
- ☐ Book rooms for speakers and BOD members (if needed) at Holiday Inn for night before Education Day (Education)



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DECEMBER

- ☐ Monthly BOD meeting - Holiday Inn; Concord, NH
 - **Introduce New Board members & orientation**
- ☐ Dinner with Education Day speakers after adjourned
 - Meet at 6:00PM in hotel lobby. (All BOD members invited)
- ☐ January Board Meeting Notice & Last Meeting Minutes sent (Secretary)
- ☐ January Chapter Meeting (Ski Day) Notice sent (Secretary)
- ☐ Annual Meeting & Education Day
 - Committee Chair Presentations
 - Collect Annual Reports from Committee chairmen