



Annual Administrative Check List

Position Publicity – Supplement (E-Zine)

Timing	Activity/Task
SEPTEMBER	MEMBERSHIP MEETING & EXECUTIVE MEETING
OCTOBER	MEMBERSHIP MEETING & EXECUTIVE MEETING
NOVEMBER	MEMBERSHIP MEETING & EXECUTIVE MEETING Volunteer Manager's Day
DECEMBER	MEMBERSHIP MEETING & EXECUTIVE MEETING Prepare information package for annual publication to send to members
JANUARY	MEMBERSHIP MEETING Holiday Breakfast Send information package to LAVA membership and the public
FEBRUARY	MEMBERSHIP MEETING & EXECUTIVE MEETING Collect submissions for the publication
MARCH	MEMBERSHIP MEETING & EXECUTIVE MEETING Start working on the design and layout of the publication with graphic designer/publisher Send out a draft of the publication to all those who made a submission and the LAVA Executive team
APRIL	MEMBERSHIP MEETING & EXECUTIVE MEETING Finalize the publication Send out final version to the LAVA membership and to the LAVA webmaster for LAVA's website Create social media posts to raise awareness about the publication and drive readers to LAVA's website
MAY	MEMBERSHIP MEETING & EXECUTIVE MEETING Membership renewal Start writing the final report for the A.G.M. – use stats from website traffic and social media (if possible) and include feedback received from the membership.
JUNE	Reports for A.G.M. report

	A.G.M.
JULY	Summer planning meeting
AUGUST	
OTHER	

Date Revised November 2021