

Calendar/Schedule of Board Timeline

January
Spring Semester Begins
Annual Review Personnel Policy (by Executive Committee)
Education Subcommittee Meeting
CFTEA Insider Released
February
Board Meeting
Annual Review of By-Laws
Collaborative Updates – Council Meetings
March
Nomination/Personnel Committee Reviews New Board Member Applications
Education Subcommittee Meeting
Communications and Marketing Subcommittee Meeting
April
Board Meeting
Vote New Board Members. Term starts in July.
Vote Executive Committee Members
Vote Renewal of Board Members Terms Expiring. Term starts in July.
CFTEA Insider Released
May
Education Subcommittee Meeting
Collaborative Updates – Council Meetings
Spring Semester Ends
June
Fall Semester Begins
Executive Committee Budget Preparation Meeting
Executive Director’s Performance Review (bi-annually)
CFTEA Employee Wage Survey Comparison (bi-annually)
Communications and Marketing Subcommittee Meeting
Student Awards Banquets
Council Meetings at Student Award Banquets
Fiscal Year End – June 30

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July
Fiscal Year Start – July 1
<u>Board Meeting</u>
Annual Review/Signature Conflict of Interest Policy
Annual Review/Signature Diversity and Harassment Policy
Review & Approve Budget at the July Board Meeting
Education Subcommittee Meeting
August
Preparation for Accountant Fiscal Review
CFTEA Insider Released
September
<u>Board Meeting</u>
CFTEA Leaders Conference
Education Subcommittee Meeting
Communications and Marketing Subcommittee Meeting
Nomination / Personnel Committee Reviews New Board Member Applications
Executive Committee Meeting
Accountant’s Fiscal Review and 990 Preparation
October
IRS 990 Filed prior to November 1 deadline
Line of Credit \$15,000 Review and Re-application (bi-annually)
Collaborative Updates – Council Meetings
CFTEA Insider Released
November
Education Subcommittee Meeting
December
Communications and Marketing Subcommittee Meeting
Fall Semester Ends