

Schedule of Activities

<u>No.</u>	<u>Action</u>	<u>Date</u>	<u>Responsibility</u>
1.	Verify address, phone numbers and emails for each Member	At Annual Organization Meeting in June	ASME NC Staff Coordinator
2.	Write Bios of Nominees and Prepared Proxy/Ballot, Send to Election Subcommittee for Review	As soon as Annual Meeting is over. Third week of June.	ASME NC Staff Coordinator
3.	Mail Biographical Material to Nominees for Approval	No later than First week in July	ASME NC Staff Coordinator
4.	Confirm three Past President Advisors	As soon as Annual Meeting is over. Third week of June.	ASME NC Staff Coordinator /NC Chair
5.	Minutes from Organization Meeting, Contact Sheet, Updated Roster to all Members, Alternates, Advisors, and Consultants, and notification of Interim Meeting	By Mid July	ASME NC Staff Coordinator, NC Chair
6.	Biographies of Nominees and Proxy information posted on the website Update all Website Information pertaining to elections	Process starts in July and is posted no later than August 15.	ASME NC Staff Coordinator
7.	Proposed publicity for September. See Appendix G	Middle of August	ASME NC Staff Coordinator
8.	Request updates on Officer Position Descriptions	First week in September	ASME NC Staff Coordinator/VOLT
9.	Letter to SrVP's and Managing Directors seeking proposed nominees for office	Second week in September	ASME NC Staff Coordinator / NC Chair
10.	Proposed publicity for October. See Appendix G	Third week in Sept	ASME NC Staff Coordinator/Publicity Subcommittee

11.	Proposed publicity for November. See Appendix G	Third week in Sept	ASME NC Staff Coordinator/Publicity Subcommittee
12.	NC Manual Proposed Revisions go to Manual Review Subcommittee	Due to committee by September 15, (year)	ASME NC Staff Coordinator/ NC Chair
13	Notification of Interim Meeting with agenda to Members, Alternates, Advisors, and Consultants	First week of October.	ASME NC Staff Coordinator/ NC Chair
14	Proposed MM-10 revision to Members attached to Interim Meeting Agenda	First week of October.	ASME NC Staff Coordinator/ NC Chair/ Manual Review Subcommittee Chair
15	Get Interim Meeting Minutes out with date selection for the April and May meetings RSVP to be return no later than December 10, 2008.	As soon as the Interim Meeting is over, no later than last week in November	ASME NC Staff Coordinator
16	Announce dates for the April and May Meetings	No later than December 15	ASME NC Staff Coordinator
17	Forward Revised Manual to the COR for review	Try to get COR to review before December Holidays	ASME NC Staff Coordinator, in conjunction with manager of COR.
18	Proposed publicity for January See Appendix G	First Week in December	ASME NC Staff Coordinator , NC Publicity Subcommittee
19	Propose publicity for February See Appendix G	First Week in January	ASME NC Staff Coordinator/ Publicity Subcommittee

20	Revise any documents on the Website pertaining to the Nomination Packet	First Week in December	ASME NC Staff Coordinator
21	Letters to Sector SrVP's and managing Directors seeking time frame and method of identifying nominees for positions of Governor, VP, and Presidential proposals	First Week in January, This is a follow up to the September Letter	ASME NC Staff Coordinator/ NC Chair
22	Work with the Events Dept on Room Set up and Catering	End of January	ASME NC Staff Coordinator
23	Report of action of the COR	First Week in January , or when they have completed their review	ASME NC Staff Coordinator
24	If Manual is approved by COR, updated Nomination Packet items should be uploaded onto NC Website	First Week in January or as soon as possible	ASME NC Staff Coordinator
25	Order Certificates for retiring Members. Invite President to address Committee at Selection Meeting and award certificates. Invite President-elect and Executive Director to address Committee	First Week in February	ASME NC Staff Coordinator/ NC Chair
26	Send out email or Publicity notice regarding revised MM-10 and attach the NC Website link	As soon as NC Website has been update with new material and MM-10	ASME NC Staff Coordinator, NC Chair, Publicity Subcommittee
27	Propose publicity for March See Appendix G	Mid Month February	ASME NC Staff Coordinator/ Publicity Subcommittee
28	Send out Agenda for Training Meeting in April	Mid March	ASME NC Staff Coordinator

29	Letters of Intent from proposed Nominees to Nominating Committee Secretary	March 15	ASME NC Staff Coordinator, NC Secretary
30	Nomination Packets due to Nominating Committee Secretary	April 15	ASME NC Staff Coordinator, NC Secretary
31.	Nominating Committee Representatives need to be identified	April 15	ASME NC Staff Coordinator, NC Secretary
32	Notification of the Web Conference and Agenda	Mid April	ASME NC Staff Coordinator, NC Chair
33.	Order Certificates and Badges	Order no later than mid May	ASME NC Staff Coordinator
34.	Letters of Acceptance for new Nominating Committee Members returned	No later than May 1. Outreach and reminders may be necessary	ASME NC Staff Coordinator, NC Secretary
35.	Prepare agenda for Selection Meeting and Organization Meeting	Start in April and have reviewed by NC Chair and Secretary by Beginning of May	ASME NC Staff Coordinator, NC Chair, NC Secretary
36.	Send out agenda for Selection Meeting and Organization Meeting	1 week after the May Web conference training.	ASME NC Staff Coordinator
37	ASME NC Staff Coordinator to Post nomination packets to Voting Members, Advisors, Consultant and Staff on a secure website	Secure website established First Week in March. Posting happens as packets come in. Site ready for NC no later than mid May.	NC Secretary/ ASME NC Staff Coordinator

38	NC Web conference	Third Week in May	ASME NC Staff Coordinator, NC Chair, NC Secretary
39	Selection Meeting	Annual Meeting in June	ASME NC Staff Coordinator, NC Chair, NC Secretary
40.	Organization Meeting	Annual Meeting in June	ASME NC Staff Coordinator, NC Chair, NC Secretary
41	Expression of appreciation to Nominating Committee, Advisors and Consultants. * Letters can be prepared in advance if the Chair chooses to do so**	Beginning of May	ASME NC Staff Coordinator, NC Chair