

CALENDAR OF EVENTS 2011-2012

North Dallas Chapter

July 5, 2011	Chapter Board Meeting
July 8, 2011	Credentials for delegate to EFAM Montreal meeting
July 19, 2011	Chapter Dinner Meeting
August 2, 2011	Chapter Board Meeting
August 15, 2011	Deadline for CPS/CAP November Exam Registration
August 16, 2011	Chapter Dinner Meeting
September 6, 2011	Chapter Board Meeting
September 20, 2011	Chapter Dinner Meeting
October 1, 2011	Deadline to submit annual calendar to the division VP
October 4, 2011	Chapter Board Meeting
October 9-12, 2011	Fall Conference - San Diego, CA
October 18, 2011	Chapter Dinner Meeting
October 29, 2011	North Dallas & Plano Chapter Seminar - Projecting A Professional Image
November 1, 2011	Chapter Board Meeting
November 4-5, 2011	Certification Exam
November 15, 2011	Chapter Dinner Meeting
December 6, 2011	Chapter Board Meeting
December 13, 2011	Chapter Holiday Meeting
December 31, 2011	Deadline to submit budget annual financial review (audit report) to members with copy to the division treasurer
January 3, 2012	Chapter Board Meeting
January 17, 2012	Chapter Dinner Meeting
February 1, 2012	Deadline to file for Division office with Committee on Nominations
February 7, 2012	Chapter Board Meeting
February 15, 2012	Deadline for application for May 2012 CAP Examinations
February 21, 2012	Chapter Dinner Meeting
March 1, 2012	Deadline date for scholarship application to be submitted
March 4-7, 2012	2012 Spring Conference, Las Vegas, NV
March 6, 2012	Chapter Board Meeting
March 15, 2012	Deadline for submission for volunteers to serve on 2012 Annual Meeting special committees to the Division President
March 20, 2012	Chapter Dinner Meeting
April 3, 2012	Chapter Board Meeting
April 6, 2012	Deadline to submit DMOTY application to Division President
April 13, 2012	Deadline "postmarked" to submit 2011-2012 President's Award supporting documentation to the Division President
April 17, 2012	Chapter Dinner Meeting & New Member Orientation
April 22, 2012	APW Special Event at Dress Barn
April 22-28, 2012	Administrative Professionals Week
April 28, 2012	NETAC Meeting
April 25, 2012	Administrative Professional Day
April 30, 2012	Deadline to submit business plan (2012-2013) to members with copy to division president-elect
April 30, 2012	T-L Division \$150.00 Bingo submission deadline

May 1, 2012	Chapter Board Meeting
May 4 & 5, 2012	CAP Exams
May 8, 2012	Annual Chapter Meeting
May 2012	Sends delegate to the 2012 division annual meeting
May 18-20, 2012	2012 T-L Division IAAP Annual Meeting
June 1, 2012	Deadline to submit Membership Drive Evaluation form to T-L president
June 5, 2012	Chapter Board Meeting
June 19, 2012	Chapter Dinner Meeting/Installation of new officers
June 23, 2012	Joint Chapter Board of Directors Retreat
June 25, 2012	Deadline to hold at least one new member orientation and submit to T-L division president
June 30, 2012	Deadline to submit Member of Excellence application
June 30, 2012	IAAP FISCAL YEAR ENDS
July 22-25, 2012	EFAM, Gaylord Texan Resort, Grapevine, TX
July 28-31, 2013	EFAM, Anaheim Convention Center, Anaheim, CA
July 27-30, 2014	EFAM, Milwaukee Convention Center, Milwaukee, WI
July 26-29, 2015	EFAM, Louisville, KY