## ANNUAL MEETING PLANNING

Even though it may seem that winter is eternal, it's not too early for you to start planning for your annual meeting.  By-laws restrictions can make this lead time very limited.

Typical by-laws require a 30-day advance notice in the local League bulletin to all members about any budget, program recommendations, and nominations for office and by-laws changes to be discussed at the annual meeting.  All of these items need to be reported to the local League board prior to publication in the bulletin (elected committees do so as a courtesy only).  In addition, it's a good idea to send any by-laws changes to the state office for review before publication in the bulletin.

Thus an April 15$^{th}$ annual meeting date requires bulletin publication by March 15$^{th}$ and a report to the local board in late February.  Committees have barely a month to finish their tasks if set up in January.

So hop to it, if you haven't already started.  Set in motion your budget, by-laws, nominating and program committees as soon as possible.

**Here is a checklist to help you carry out these goals:**
_____Set an annual meeting date and review by-laws requirements.

_____Remind elected committees/appoint others for the annual meeting committees:  by-laws, budget, program, and nominating.

_____Notify all of the above committees of the board meeting date at which they should present their reports.

_____Appoint an arrangements chair to reserve an appealing place and make all necessary arrangements for the annual meeting.

_____Appoint a committee to act as auditor of the treasurer's books.  Their report is usually due at the annual meeting.

_____Select someone to act as parliamentarian at the annual meeting.

_____Appoint members to prepare the annual meeting handbooks and/or annual reports.

_____Plan with your board the content of your annual meeting--guest speaker, brief drama/skit, special awards, sharing our stories?

Think of your annual meeting as an opportunity to involve and re-involve members and recruit new members.  What is likely to interest them?

# GUIDELINES FOR ANNUAL MEETING COMMITTEES

## Budget Preparation
- Do not have your treasurer act as budget chairman; however both treasurer and president should serve as ex-officio members of the committee.
- Seek a blend of members whose insights into budget making are varied.
- Ask every committee to submit a proposed mini-budget.
- Develop a balanced budget which accurately reflects the proposed activity of your League; it should be a framework for the year's activities.
- Balancing the budget means all income (dues, contributions, sales, grants, etc.) must equal the expected expenditures.  Funds from reserve accounts can be used occasionally to balance your budget.

## Nominating Committee
- The committee should consist of five people, three-the chair and two members-elected at the last annual meeting, and two members appointed from the board.  The president never serves on the nominating committee.
- Members who serve on the committee should be familiar with the offices to be filled and with the membership.
- The committee should meet to discuss potential candidates, list prospects and assign committee members to talk to each prospect.
- The committee should not be afraid to be creative in producing an effective board of directors.  Tasks can be changed, combined and reassigned as necessary.
- The committee should try to maintain a good balance of veteran and new members.

## Program Planning
- Local studies are important in all Leagues; they can excite, challenge and launch action in local communities.
- In choosing local program items, consider the following criteria:
  - ✓ Is the subject a current concern in the community?
  - ✓ Is it an issue in which the League could make an impact?
  - ✓ Is it an issue important enough to League members to generate a commitment of time and energy?
  - ✓ Is it an issue requiring governmental action?  Is action even possible?


For further help, consult LWVUS and LWVIL manuals or call your local League liaison or the state office.