

**NU CHAPTER, SIGMA THETA TAU INTERNATIONAL  
CALENDAR OF EVENTS  
2007-2008**

<b>DATE</b>	<b>ACTIVITY</b>	<b>COMMITTEE</b>	<b>RESPONSIBLE PERSON</b>
<b>June 4, 2007</b>	<b>Orientation/Officer Transition meeting, NB GO26, 4:00-6:00 p.m.</b>	<b>Board of Directors</b>	<b>Lynda Harrison/Ellen Buckner</b>
June 30, 2007	Recording and Corresponding secretaries transfer records to Chapter Files/Archive Web page updates		Ellen Buckner/Na-Jin Park <b>Webmaster/Chuck Downs</b>
<b>July 1, 2007</b>	<b>Newly-elected Officers Begin Term of Office</b>		<b>All Incoming Officers</b>
July 15, 2007	Delegate Credential Form due to STTI		Ellen Buckner/Pam Autrey
<b>July 30, 2007 Monday</b>	<b>Board of Directors Mtg 4:30-6:30 School of Nursing, Rm TBA</b>	<b>Board of Directors</b>	<b>Ellen Buckner</b>
	<ul style="list-style-type: none"> <li>• <b>Approve Committee Chairs</b></li> <li>• <b>Approve Annual Calendar</b></li> <li>• <b>Approve 2007-2008 Budget</b></li> <li>• <b>Re-affirm 2007-2008 Goals</b></li> <li>• <b>Other unfinished business</b></li> </ul>		
<i>July 25, 2007</i>	Chapter Financial Report due to President (or electronically to STTI)	Treasurer	Pam Autrey
<i>July 31, 2007</i>	Internal Financial Audit due	Treasurer	Pam Autrey
August 1, 2007	Annual Report, New Officers List, Financial Report due to Headquarters Compliance Form due to Headquarters	Bylaws Oversight	Ellen Buckner /Pam Autrey/ Jill Ross
<b>August 1-31, 2007</b>	<b>Individual Committee Meetings Scheduled</b>	<b>All Committees</b>	
	<ul style="list-style-type: none"> <li>• <b>Establish 2007-2008 Committee Goals</b></li> <li>• <b>Establish 2007-2008 Working Plan</b></li> <li>• <b>Establish 2007-2008 Meeting Schedule</b></li> </ul>		
August 10	Display Cabinet Updated	Heritage/Archivist	Na-Jin Park

DATE	ACTIVITY	COMMITTEE	RESPONSIBLE PERSON
Sept. 10, 2007	Board of Directors Mtg; 4:30-6:30 School of Nursing, Room TBA <ul style="list-style-type: none"> <li>• Committee Progress Reports due</li> <li>• Fund Raising Decisions</li> <li>• Awards Policies and Procedure</li> <li>• Membership Involvement Plan</li> <li>• Approve Scholarship Awards</li> <li>• Eligibility Subcommittee – Approve new members</li> </ul>	Board of Directors Committee Chairs	Ellen Buckner
Sept 17, 2007	Submission of content for Fall Newsletter due	All Subcommittees	Subcommittee Chairs to Chuck Downs
Oct 1, 2007	Scholarship applications due	Awards Subcommittee	Arlene Johnson
October 1, 2007	Update Web Page/Newsletter Published on Web Site, Contents: <ul style="list-style-type: none"> <li>• 2007-2008 Calendar of Events</li> <li>• Upcoming Programs, Fund Raising, and Founder’s Day</li> <li>• <i>Every Member: Leave a Legacy Campaign</i></li> <li>• Awards Subcommittee - Call for Research Grant App.</li> <li>• Heritage Subcommittee</li> <li>• 50<sup>th</sup> Anniversary Committee/Millsap memorial Committee</li> <li>• Nominating Subcommittee - Call for Nominations</li> <li>• Committee Membership List</li> <li>• Leadership Development Applications Due</li> </ul>	Publicity Subcommittee Program Subcommittee Membership Involvement Awards  Nominating All committees Awards Subcommittee	Chuck Downs Ellen Buckner Beverly Hogan Linda Gibson/Ellen Buckner Arlene Johnson Na-Jin Park Ellen Buckner Dennis Fowler Ellen Buckner Arlene Johnson
Oct 1-31, 2007	Individual Committees Meet	All Committees	
October 22, 2007	Founders’ Day Program and General meeting SON Auditorium 5 pm	Program	Beverly Hogan
Nov 1, 2007	Leadership Grant Applications Due	Awards Subcommittee	Arlene Johnson
Nov 3-7, 2007	Biennial Convention – Baltimore, MD		Ellen Buckner/Delegates

DATE	ACTIVITY	COMMITTEE	RESPONSIBLE PERSON
November 12, 2007	Board of Directors Mtg. 4:30-6:30 School of Nursing, TBA <ul style="list-style-type: none"> <li>Report from Convention</li> <li>Committee Progress Reports due</li> <li>Leadership Development update</li> <li>Chapter Programs-Founder's Day (report)</li> <li>January International meeting Plans</li> <li>Web Page Update</li> <li>Vote on Scholarship grant recommendations</li> </ul>	Board  All Committee Chairs Leadership Development Program Subcommittee Program Subcommittee Publicity Subcommittee Awards Subcommittee	Ellen Buckner Ellen Buckner/Delegates  Beverly Hogan Beverly Hogan Chuck Downs Arlene Johnson
Nov 15, 2007	Form 990-IRS due	Treasurer	Pam Autrey
Nov. 15, 2007	Millsap Memorial/End of Year Solicitation for Nu Chapter	Board of Directors	Ellen Buckner
Nov 30, 2007	Web Page Update	Publicity Subcommittee	Webmaster
<b>Dec 4, 2007 Tuesday, 1-4 SON Aud</b>	<b>Co-Sponsor of UAB-Samford Undergraduate Research Day (Nu &amp; Gamma Eta) At UAB School of Nursing</b>	<b>Heritage/Archives Program Subcommittee</b>	<b>Ellen Buckner/Jill Ross Beverly Hogan</b>
Dec 10, 2007	Board of Directors Mtg. 4:30-6:30, School of Nursing, Rm TBA <ul style="list-style-type: none"> <li>Committee Progress Reports due</li> <li>Approval of Leadership grant recipients</li> <li>Website &amp; Newsletter Update</li> </ul>	Board Committee Chairs Leadership Development Publicity Subcommittee	Ellen Buckner
January 2	Display Cabinet Updated	Heritage/Archivist	Na-Jin Park
Jan 6, 2008	Deadline for submitting nominations for officers /the Nominating Committee	Nominating	
Jan 23, 2008	Deadline for Research Proposals Nominating Committee Sends Ballot to Board President	Awards Nominating	Arlene Johnson D'Ann Somerall

DATE	ACTIVITY	COMMITTEE	RESPONSIBLE PERSON
<b>Jan 21, 2008</b>	<b>International Leadership Institute Presentation and Reception Format, place, event TBA</b>	Program Subcommittee	Beverly Hogan
<b>Feb 4, 2008</b>	<b>Board of Directors Mtg; 4:30-6:30, School of Nursing, Rm TBA</b> <ul style="list-style-type: none"> <li>• Program Report</li> <li>• Committee Progress Reports due</li> <li>• Approval of ballot</li> <li>• Finalize 50<sup>th</sup> Anniversary Plans</li> <li>• Eligibility Subcommittee – Approve new members</li> </ul>	<b>Board Program Subcommittee Committee Chairs Nominating</b>	<b>Ellen Buckner Beverly Hogan Dennis Fowler</b>
Feb 1-28, 2008	Individual Committee Meetings	All Committees	
Feb 10, 2008	Ballot mailed?? Member survey and update?? Ballot (due April 4, 2008)	Publicity Nominating	Chuck Downs/D'Ann Wilson Somerall Dennis Fowler
Feb 27, 2008	Membership Renewal Reminders /Follow-ups (based on January renewals)	Membership Involvement	Linda Gibson
<b>March 17, 2008</b>	<b>Board of Directors Mtg; 4:30-6:30, SON, Room TBA</b> <ul style="list-style-type: none"> <li>• Approval of Inductees</li> <li>• Approval of Scholarship Recipients</li> <li>• Annual Reports for Annual Meeting</li> <li>• 50<sup>th</sup> Anniversary Committee/Millsap memorial Committee</li> </ul>	<b>Board</b>	<b>Ellen Buckner</b>
<i>March 1, 2008</i>	Development and Research Awards due	Awards	Arlene Johnson
<i>March 6, 2008</i>	Post Scholarship Announcement	Awards	Arlene Johnson
<i>March 15, 2008</i>	Verification of Membership Renewal Fees due to Headquarters		
<b>March 31, 2007</b>	<b>Web Page Updates</b>	<b>Publicity</b>	<b>Webmaster/Chuck Downs</b>

DATE	ACTIVITY	COMMITTEE	RESPONSIBLE PERSON
<i>April 1, 2008</i>	Leadership Grant Applications Due	Awards	Arlene Johnson
<b>April 1, 2008</b>	<b>Submission of Content for Spring/Summer Newsletter due</b>	<b>All Committees</b>	<b>Chairs</b>
<i>April 1, 2008</i>	Call for Applications for Scholarships	Awards	Arlene Johnson
April 4, 2008	Ballots for election due	Nominating	Dennis Fowler
<b>April 7, 2008</b>	<b>Board of Directors Mtg 4:30-6:30 School of Nursing, Rm TBA</b>	<b>Board</b>	<b>Ellen Buckner</b>
	<ul style="list-style-type: none"> <li>• <b>Committee Progress Reports/Annual Reports to Membership</b></li> <li>• <b>Ballot Results</b></li> <li>• <b>Approval of Development and Research Grant Recipients</b></li> </ul>	<b>All Committee Chairs Nominating Awards</b>	
April 7, 2008	Notification Letters to Officers/Board Members/Nominating mailed	Nominating	Ellen Buckner/Dennis Fowler
<b>April 14, 2008</b>	<b>Spring/Summer Newsletter Mailed - Contents:</b> <ul style="list-style-type: none"> <li>• <b>Induction Ceremony</b></li> <li>• <b>Announcement of new officers</b></li> </ul>	<b>Publicity</b>	<b>Chuck Downs</b>
April 14, 2007	Web Page Update	Publicity	Webmaster/Chuck Downs
April 21, 2008	Orientation of New Members 12-1p.m. Room TBA	Membership Involvement Eligibility	Linda Gibson/Ellen Buckner Rebecca Greenwood/Pam Bowen
<b>April 27, 2008</b>	<b>INDUCTION OF NU MEMBERS &amp; OFFICERS – 2 PM</b> <b>Award Leadership and Research Grants</b>	<b>Board of Directors</b>	
<b>May 3, 2008</b>	<b>UAB Graduation</b>		

DATE	ACTIVITY	COMMITTEE	RESPONSIBLE PERSON
May 22, 2008	Board of Directors Mtg 4:30-6:30 School of Nursing, Rm TBA <ul style="list-style-type: none"> <li>• Treasurer's Report</li> <li>• Draft of Budget for 2008-2007</li> <li>• Appoint Official Auditor for Books</li> <li>• Eligibility Subcommittee – Approve new members</li> <li>• Other unfinished business</li> </ul>	Board	Ellen Buckner
June 21, 2008 Saturday	10-12 Officer transition, Board meeting	Board, New Officers	Ellen Buckner
June 21, 2008 Saturday	50 <sup>th</sup> Anniversary Chartering Celebration Luncheon The Club	Board, New Officers, General membership	
June 1, 2008	Draft Calendar and BOD schedule	Executive Committee/Board	Ellen Buckner
June 30, 2008	Officer Reports/Committee Reports for Annual Report All Officers Reports to address Key Award criteria		Due to Ellen Buckner
June 30, 2008	Recording and Corresponding secretaries transfer records to Chapter files Heritage and website transfer files to archives		Patrice Jones/D'Ann Somerall Webmaster/ Chuck Downs/Na-Jin Park
July 1, 2008	Newly-elected Officers Begin Term of Office	CONGRATULATIONS!!	
July 21, 2008	Board of Directors Mtg 4:30-6:30 SON, Room TBA		
August 1, 2008	Call for all awards (Research, Development, Scholarships, Scholar Support)	Awards Subcommittee	
Fall 2008	50 <sup>th</sup> Anniversary Major celebration Event		