



2020-2021 TSPRA Annual Calendar Outline

JULY
<ul style="list-style-type: none"> ○ TSPRA fiscal year begins on July 1 ○ TASA Insight article from TSPRA due (BOM) ○ NSPRA Annual Seminar (MM) ○ Conference hotel reservations open (MM) ○ Key Communicator selected (EOM) ○ Communication Matters (summer) ○ Monthly online learning begins*

AUGUST
<ul style="list-style-type: none"> ○ Call for officer nominations (BOM)

SEPTEMBER
<ul style="list-style-type: none"> ○ Officer nomination forms due to state office (BOM) ○ Nominating committee appointments (BOM) ○ Call for annual conference presenters (BOM) ○ TSPRA Review of Financial Records and Procedures Comm. (MM) ○ Call for publications, volunteers for TASA/TASB booth (MM) ○ Star Awards entries open (MM) ○ Executive Committee meeting (EOM) ○ TASA/TASB Annual Convention (EOM) <ul style="list-style-type: none"> ▪ Key Communicator Award presentation ▪ TSPRA booth ○ Annual Conference registration open (EOM) ○ Nominating Committee (EOM) ○ Call for annual conference scholarships (EOM)

OCTOBER
<ul style="list-style-type: none"> ○ TASA Insight article from TSPRA due (BOM) ○ Current memberships expire at 11:59, Oct. 31 ○ Deadline for annual conference presenters (EOM) ○ Communication Matters (fall)

NOVEMBER
<ul style="list-style-type: none"> ○ Late fees on dues (BOM) ○ Officer ballots distributed for voting (BOM) ○ Conference Planning Committee meets (BOM) ○ Deadlines for Star Awards entries (MM) ○ Call for Professional Award nominations (MM) ○ Deadline for conference scholarship applications (EOM)

DECEMBER
<ul style="list-style-type: none"> ○ Notify selected conference presenters (BOM) ○ Deadline for officer ballot voting (MM) ○ Conference scholarship recipients announced (MM)

JANUARY
<ul style="list-style-type: none"> ○ TASA Mid-Winter Conference (EOM)-TSPRA booth ○ Deadline to cancel annual conference registration (EOM) ○ Late fee applied to conference registration (EOM) ○ Communication Matters (winter)

FEBRUARY
<ul style="list-style-type: none"> ○ TASA Insight article from TSPRA due (BOM) ○ Call for publication exchange materials (MM) ○ TSPRA Annual Conference (EOM) <ul style="list-style-type: none"> ▪ Executive Committee meeting ▪ New president/EC installed ▪ Professional and Star Awards presented

MARCH

APRIL
<ul style="list-style-type: none"> ○ Strategic Planning Committee (MM) –even years only ○ Budget Committee (EOM) ○ Star Awards Review ○ Committee appointments ○ Communication Matters (spring)

MAY
<ul style="list-style-type: none"> ○ Call for Key Communicator nominations (BOM) ○ TASA Insight article from TSPRA due (BOM) ○ Deadline to order duplicate Star Awards (MM)

JUNE
<ul style="list-style-type: none"> ○ Executive Director Evaluation (MM) ○ Executive Committee meeting (MM) ○ Deadline for Key Communicator nominations (EOM)

*Monthly online learning offerings may include: Lunch & Learn, Legal Q & A, Roundtable Discussions, Job Alike, New Member Orientation, First Year Communication Academy

(BOM) Beginning of Month | (MM) Mid-Month | (EOM) End of Month * Dates subject to change