



2022-2023 TSPRA Annual Calendar Outline

JULY <ul style="list-style-type: none"> ○ TSPRA fiscal year begins on July 1 ○ NSPRA Annual Seminar (MM) ○ Conference hotel reservations open (MM) ○ Key Communicator selected (EOM) ○ Communication Matters (summer) 	DECEMBER <ul style="list-style-type: none"> ○ Notify selected conference presenters (BOM) ○ Deadline for officer ballot voting (MM) ○ Deadline for professional awards (MM) ○ Conference scholarship recipients announced (MM)
AUGUST <ul style="list-style-type: none"> ○ Call for officer nominations (BOM) ○ TASA Insight article from TSPRA due (BOM) ○ Fall online learning schedule released (EOM) 	JANUARY <ul style="list-style-type: none"> ○ TASA Mid-Winter Conference (EOM)-TSPRA booth ○ Late fee applied to conference registration (EOM) ○ Communication Matters (winter)
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 (BOM) ○ Star Awards entries open (EOM) ○ Executive Committee meeting (EOM) ○ TASA/TASB Annual Convention (EOM) <ul style="list-style-type: none"> ▪ Key Communicator Award presentation ▪ TSPRA booth ○ Nominating Committee (EOM) 	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
OCTOBER <ul style="list-style-type: none"> ○ Annual Conference registration opens (BOM) ○ Call for annual conference scholarships (BOM) ○ TASA Insight article from TSPRA due (BOM) ○ Current memberships expire at 11:59, Oct. 31 ○ Deadline for annual conference presenters (EOM) ○ Communication Matters (fall) 	MARCH <ul style="list-style-type: none"> ○ Spring online learning schedule released (EOM)
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 (BOM) ○ Call for Professional Award nominations (BOM) ○ Deadline for conference scholarship applications (BOM) 	APRIL <ul style="list-style-type: none"> ○ Star Awards Review ○ Committee appointments made (EOM) ○ 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) ○ Strategic Planning Committee (MM) ○ Budget Committee (EOM)
	JUNE <ul style="list-style-type: none"> ○ Executive Director Evaluation (MM) ○ Executive Committee meeting (MM) ○ Deadline for Key Communicator nominations (EOM)

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