

2010 Communications Calendar

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Complete							
Calendar	Status	Type	Date Materials Due By	Assigned to Obtain Materials	Materials due to and Approved By	Sent By	Conference Separate E-Mail to Council List
<b>January</b>							
2009 Recap and 2010 Plans Goals for the Year	complete	e-blast and website update	1/12	State Director	Secretary	12-Jan	
Save the date for 2010 Conferences (list) national, state, student, leg and diversity)	complete	e-blast and website update	1/12	Conference Liaison Director	Secretary	12-Jan	
Leg Partner Article	complete	e-blast and website update	1/12	Leg Director	Secretary	12-Jan	
Promote HR Games (link to website page)	complete	e-blast and website update	1/12	Student Relations Director	Secretary	12-Jan	
Job Bank Updates	complete	e-blast and website update	ongoing	MDS	MDS	12-Jan	
Training Partnership KRM	complete	e-blast and website update	1/12	Secretary	Secretary	12-Jan	
Badger Bash/National Hotel for Wisconsin	complete	e-blast and website update	1/12	Secretary	Secretary	12-Jan	
<b>February</b>							
Speaker RFP Open		e-blast and website update	2/1	Conference Program Chair	Secretary		
Update on Certification (article link to updated web page)		e-blast and webpage update	2/1	Certification Chair	Secretary		
HR Games update/reminder		e-blast and webpage update	2/1	Student Relations Director	Secretary		
National Conferences / Badger Bash/Leg and Diversity		e-blast and webpage update	2/1	Membership/Leg and Diversity Director	Secretary		
Training Partnership KRM		e-blast and webpage update	2/1	Secretary	Secretary		
Job Bank Updates		e-blast and webpage update	ongoing	MDS	MDS		
National E-Blast (included visit council website, HR Games, Job Bank reminder)		to at large members		Secretary	National SHRM		
State Conference Past Sponsor e-blast		e-blast			Conference Committee	Conference Committee	tbd
State Conference RFP Reminder		e-blast			Conference Committee	Conference Committee	tbd
<b>March</b>							
Workforce Readiness Update (article link to website)		e-blast and webpage update	3/1	Workforce Readiness Director	Secretary		
Exhibitor Opportunities for the state conference open (if available)		e-blast and webpage update	3/1	Conference Liaison Director	Secretary		
National Conferences / Badger Bash/Leg and Diversity		e-blast and webpage update	3/1	Membership/Leg and Diversity Director	Secretary		
Training Partnership		e-blast and webpage update	3/1	Secretary	Secretary		
Volunteer Day		e-blast and webpage update	3/1	State Director	Secretary		
Monthly Legislative Article		e-blast and webpage update	3/1	Governmental Affairs Director	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
District Directors recap of featured chapter initiative		e-blast and webpage update	3/1	DD	Secretary		
National E-Blast (2nd one in Quarter 1)		At Large only		Secretary	National SHRM	tbd	
<b>April</b>							
Check Website update all pages (including Chapter Websites)		website	4/1	all Council Members	Secretary/Morgan Data/District Directors		
Monthly Legislative Article		e-blast and webpage update	4/1	Governmental Affairs Director	Secretary		
Volunteer Day		e-blast	4/1	State Director	Secretary		

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State Conference Save the date /Exhibitor/Sponsor:		e-blast	4/1	Conference Liaison Director	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
District Directors recap of featured chapter initiative		e-blast and webpage update	4/1	DD	Secretary		
National Conferences / Badger Bash/Leg		e-blast and webpage update	4/1	Membership/Leg Director	Secretary		
Training Partnership KRM		e-blast and webpage update	4/1	Secretary	Secretary		
Vendor Directory Plan		website	10/1/2010	Conference Liaison Director	State Director	Finished October, 1, 2010	
MDS to Update Master list of chapter e-mail addresses		Master List	Finished April , 2010	MDS	Conference Committee	Finished April , 2010	
<b>May</b>							
Volunteer Day		e-blast and website update	5/1	State Director	Secretary		
Diversity Director update (article and award promotion)		e-blast and website update	5/1	Diversity Director	Secretary		
Monthly Legislative Article/Leg Conference		e-blast and webpage update	5/1	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	5/1	DD	Secretary		
Sponsor/exhibitor reminder		e-blast	5/1	Conference Liaison Director	Secretary		
Training Partnership KRM		e-blast and webpage update	5/1	Secretary	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
Vendor Directory Plan		website	10/1/2010	Conference Liaison Director	State Director	Finished October, 1, 2010	
National E-blast ( with job bank promotion, conferences, diversity award, exhibits, Badger Bash Promotion ) 1st in Quarter 2		at large and all national shrm	5/25/2010	Secretary	National SHRM	06/01/10	
<b>June</b>							
Foundation Article		e blast and website	6/1	Foundation Director	Secretary	06/09/09	
Leadership conference registration oper		Website only	6/1	Leadership Director	Secretary	06/09/09	
Diversity award reminder		e-blast	6/1	Diversity Director	Secretary	06/09/09	
Monthly Legislative Article		e-blast and webpage update	6/1	Governmental Affairs Director	Secretary	06/09/09	
District Directors recap of featured chapter initiative		e-blast and webpage update	6/1	DD	Secretary	06/09/09	
Job Bank Updates		website and eblast	ongoing	MDS	MDS	06/09/09	
Training Partnership KRM		e-blast and webpage update	6/1	Secretary	Secretary		
Vendor Directory Plan		website	10/1/2010	Conference Liaison Director	State Director	Finished October, 1, 2010	
Conference Registration Open		e-blast	6/1/2010	Conference Liaison Dir	Secretary	06/09/09	
Student Scholarship Winner		e-blast	6/1/2010	Student Relations Dr	Secretary	06/09/09	
Diversity Award		e-blast	6/1/2010	Diversity Director	Secretary	06/09/09	
Conference Registration Open (special blast)		e-blast		Conference committee	Conference Committee		06/15/10
Conference national e-blast (6/10) (Special event e-blast)		e-blast		Conference committee	National SHRM		10-Jun
<b>July</b>							
Check Website and update pages (including Chapter Websites)		website	7/30/2010	All Council Members	Secretary/Morgan Data/District Directors		
Mid Year update from State Director		e-blast and webpage update	7/1/2010	State Director	Secretary	7/9/2010	

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Leadership Conference Registration open		website only	7/1/2010	Leadership Director	Secretary		
State Conference early bird registration ends		e-blast	7/1/2010	Conference Liaison Dir	Secretary		
Monthly Legislative Article		e-blast and webpage update	7/1/2010	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	7/1/2010	DD	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
Vendor Directory Plan		website	10/1/2010	Conference Liaison Director	State Director	Finished October, 1, 2010	
Council Nominations/conf co chairs		e-blast and webpage update	7/1/2010	State Director/Past Director	Secretary		
Training Partnership KRM		e-blast and webpage update	7/1	Secretary	Secretary		
National E-blast conference foundation, diversity award, job bank workforce readiness) 1st in Q3		at large and national shrm	7/1/2010	Secretary	National SHRM	7/21/2010	
<b>August</b>							
2nd Annual Certification Article		e-blast and webpage update	8/1/2010	Certification Director	Secretary	08/15/10	
Council Nominations		e-blast and webpage update	8/1/2010	State Director/Past Director	Secretary		
Conference Co Chair Nominations		e-blast and webpage update	8/1/2010	Conference Liaison Director	Secretary		
Conference Registration Reminder		e-blast	8/1/2010	Conference Liaison Director	Secretary		
Monthly Legislative Article		e-blast and webpage update	8/1/2010	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	8/1/2010	DD	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
Vendor Directory Plan		website	8/1/2010	Conference Liaison Director	State Director	Finished October, 1, 2010	
Training Partnership KRM		e-blast and webpage update	8/1	Secretary	Secretary		
Conference national e-blast (6/10/2009) (2nd Special Event)		e-blast		Conference Committee	National SHRM		8/26/2010 National E-Blast
<b>September</b>							
2nd Annual Workforce Readiness Article		e-blast and webpage update	9/1/2010	Workforce Readiness Director	Secretary	09/07/10	
Leadership Conference Recap (link to webpage)		website only	9/1/2010	Leadership Director	Secretary		
Conference last chance to register		e-blast link to website	9/1/2010	Conference Liaison Director	Secretary		
Monthly Legislative Article		e-blast and webpage update	9/1/2010	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	9/1/2010	DD	Secretary		
Job Bank Updates		website and e-blast	ongoing	MDS	MDS		
Training Partnership KRM		e-blast and webpage update	9/1/2010	Secretary	Secretary		
Conference last chance to register		e-blast link to website		Conference Committee	Conference Committee		tbd
National e-blast (2nd in Q3 tent)		at large and national shrm	9/1/2010		National SHRM	tentative	
<b>October</b>							
Check Website and update pages (including Chapter Websites)		website	10/30/2010	All Council Members	Secretary/Morgan Data/District Directors		
Conference recap (tent)		e-blast and website	10/10/2010	Conf Liaison Director	Secretary	10/15/2010 tent	
Announce future co chairs/new council		e-blast and website	10/1/2010	Conf Liaison Director	Secretary		
Interest in joining conference committee		e-blast and link to website	10/1/2010	Conf Liaison Director	Secretary		
Diversity Award Winner article		e-blast and website	10/1/2010	Diversity Director	Secretary		
Enterprising Leadership Award Winner (article)		e-blast and website	10/1/2010	Past State Director	Secretary		
Monthly Legislative Article		e-blast and webpage update	10/1/2010	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	10/1/2010	DD	Secretary		

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Training Partnership KRM		e-blast and webpage update	10/1/2010	Secretary	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
National e-blast (Certification reminders, job bank) 1st in Q4 (tent)		at large and national shrm	10/1/2010	Secretary	National SHRM	tentative	
<b>November</b>							
Announce New Council (if not in previous e-blast)		e-blast and website	11/1/2010	State Director	Secretary	11/09/10	
2nd Annual Foundation Article - Donation Reminder		website and eblast	11/1/2010	Foundation Director	Secretary		
Monthly Legislative Article		e-blast and webpage update	11/1/2010	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	11/1/2010	DD	Secretary		
Training Partnership KRM		e-blast and webpage update	11/1/2010	Secretary	Secretary		
Job Bank Updates		website and eblast	ongoing	MDS	MDS		
MDS to Obtain Updated 2011 Council Roster		website updated	11/1/2010	MDS	Secretary		
<b>December</b>							
Check website and update pages (including Chapter Websites)		website	12/1/2010	All Council Members	Secretary/Morgan Data/District Directors		
Happy Holidays message		e-blast and website	12/1/2010	State Director	Secretary	12/9/2010	
Thanks to Outgoing Council		e-blast and website	12/1/2010	State Director	Secretary		
Monthly Legislative Article		e-blast and webpage update	12/1/2010	Governmental Affairs Director	Secretary		
District Directors recap of featured chapter initiative		e-blast and webpage update	12/1/2010	DD	Secretary		
Training Partnership KRM		e-blast and webpage update	12/1/2010	Secretary	Secretary		
National e-blast 2nd in Q4 (tent)		at large and national shrm	12/1/2010	Secretary	National SHRM	tentative	
<b>January, 2011</b>							

Future Possible Additions

- Strategic Partnership promotions
- Membership promotions