**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number | **1.5** |  |
| policy name | CL Annual Activities |  |
| **date of origin**  **Authority** | October 2014  CL Formation Toolkit |  |
| purpose | 12-month activity calendar. |  |
|  | **Activity** | **Responsible Party** |
| **January** | 1. By January 31st, submit ***Annual Report*** with the following supporting documents:      1. (1) membership list    2. (2) budget showing prior year proposed and actual and coming year proposed (proposed budget must be balanced)    3. (3) strategic plan from past year with progress noted    4. (4) current year strategic plan    5. (5) list of elected officers and board of directors with terms    6. (6) program flyer with **standard** CL logo. 2. Prepare league website and launch member outreach campaign to coincide with new school term 3. Correspond with league members via newsletters, email. Etc. | President/designee  Board of Directors |
| **February** | 1. Respond to any identified areas for clarity or additional evidence to support the ***Annual Report***. 2. Conduct scheduled programming and monitor budget. 3. Correspond with league members via newsletters, email. Etc. | President/designee  CL Board of Directors |
| **March** | 1. Conduct scheduled programming and monitor budget 2. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **April** | 1. Conduct scheduled programming and monitor budget 2. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **May** | **File the annual IRS Form 990/990EZ if budget year ends Dec. 31.** | **Treasurer/designee** |
|  | 1. Conduct scheduled programming and monitor budget 2. Correspond with league members via newsletters, email. Etc. 3. Participate in conference call with CL Leadership Committee (CLLC) |  |
| **June** | 1. Review and approve scheduled programming and monitor budget for fall offerings 2. Conduct scheduled programming and monitor budget 3. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **July** | 1. Submit League nominations for NLN Annual League Awards due August 1st 2. Conduct scheduled programming and monitor budget 3. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **August** | 1. Prepare league website and launch member outreach campaign to coincide with new school term 2. Conduct scheduled programming and monitor budget 3. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **September** | 1. Attend NLN CL Workshop 2. Review league bylaws to ensure compliance 3. Conduct scheduled programming and monitor budget 4. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **October** | 1. Conduct scheduled programming and monitor budget 2. Correspond with league members via newsletters, email. Etc. | CL Board of Directors |
| **November** | 1. Review and approve scheduled programming for new year 2. Conduct scheduled programming and monitor budget 3. Correspond with league members via newsletters, email. Etc. 4. Participate in call with CL Leadership Committee | CL Board of Directors |
| **November 15** | **File the annual Form 990/990EZ if budget year ends June 30** | **Treasurer/designee** |
| **December** | **Planning New Year Programming**   1. Host a minimum of one educational event (including each state if holding a regional agreement) 2. Host at least one members meeting 3. Hold elections for Executive Officers and Board Members. Reconstitute committee membership. Sign all conflict of interest forms for the program year. 4. Review and document progress on Strategic Plan. 5. Create new Strategic Plan for coming year (include any changes reflected in NLN Mission, Values and Goals) 6. Review proposed budget and record actual income and expense. Create proposed budget for coming year 7. Perform audit of financial records (internal or external) |  |
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Revision Dates: