

BUILDING YOUR LOCAL CALENDAR

A Local Calendar is Important

The difference between being organized and disorganized is, many times, as simple as having a calendar. **A calendar is important** to the president because it will keep him or her on schedule and aware of important events. It's important to members because it keeps them informed of important meetings and activities. It's suggested that each year the president or leadership team produce a Local Calendar to be distributed to each member before the beginning of the next year (it could be a simple list of important dates and events, a computer-generated calendar that could be hung on a wall, or included on a local website). The calendar works as a communication to members that the local is doing things and it wants membership involved. The simple document gives members a sense of comfort that their dues dollars are being spent wisely and effectively.



Some Essential Dates

Obviously each local will determine its calendar, but some **essential dates** you might want to list on your **Local Calendar**, include:

- Dates of General Membership Meetings
- Dates of Executive Board Meetings
- Dates of Representative Council Meetings
- Dates of Standing Committee Meetings
- Dates of Local training opportunities
- Important Contract Dates (contract expiration, other dates related to contract)
- IEA State and Regional training opportunities (SLA, WAC, etc.)
- Lobby Days
- IEA-RA – The Representative Assembly
- Region Council Meetings
- Important Election dates

Be sure to check the IEA Calendar that comes out each year, and also be sure to talk with your Region Council about any important dates to include.