

Floral Park Annual Calendar Set By Bylaws and Standing Rules

- January
 - President seeks Neighborhood Hero nominations
- February
- March
 - Secretary distributes mail weekly in March due to Home Tour
 - General Membership Meeting this month at 7pm
 - Treasurer renews insurance 45 days prior to May
 - Election Committee to have met by March 1st to discuss procedures and timetables
 - Committee chairs submit rosters
- April
 - Secretary distributes mail weekly in April due to Home Tour
 - Election nominations open April 1st and Secretary provides official mail list to committee
 - 2nd VP to arrange dumpsters for Dumpster Day
 - Home Tour
 - Treasurer submits tax return to board for review
- May
 - Social Director reserve city equipment by May 1st
 - 2nd Tuesday in May Special Election Meeting held
 - Treasurer to file taxes by the 15th
 - Election ballots mailed no later than 3rd Wednesday
 - Membership Director holds a membership drive
- June
 - General Membership Meeting this month at 7pm. Scholarship awards
 - Ballots must be post marked by 2nd Thursday
 - Ballots counted on 3rd Thursday and results E-Blasted next day
- July
 - New Board term starts and outgoing board members continue to serve this month
 - July Board meeting is held as a transition meeting
 - Treasurer bi-annually submits CA SI-100 Statement of Information form
- August
 - Social Director is to present an annual action plan with event dates
- September
 - General Membership Meeting this month at 7pm. Charity awards.
 - Board seeks Election Committee candidates
 - 1st VP distributes scholarship applications
 - Everyone submits a budget proposal at the board meeting
- October
 - Board selects Election Committee chair and members
- November
 - General Membership Meeting this month at 7pm. Treasurer provides hardcopy of budget to vote on and Election Committee is announced.
- December

Committee meetings E-blasted weekly

2nd VP coordinates Most Beautiful Yard Award with city by seeking and submitting nominations

Treasurer makes any required monthly payments, sends out financial report to board 7 days prior to board meeting, gives monthly financial updates at board meeting and seeks approval

Membership Director organizes a minimum of three neighborhood mixers, recommends contribution levels annually, publishes list of paid members in newsletters

Communications Director organizes and facilitates quarterly newsletter distribution

Social Director submits a newsletter article 4 times a year

Parliamentarian annually reviews and revises if needed Bylaws and Standing Rules

Any Bylaw changes sent to membership 2 weeks in advance of General Membership Meeting where they will be voted on

Everyone checks for spam and cleans out email box monthly