

# SECTION CHAIR CHECKLIST

- August Review contents of Section Chair's Online Packet:
  - Memorandum Regarding Friday Afternoon Section Meeting
  - TCCTA Policies Regarding Section Meetings
  - Suggestions for Planning Section Meetings
  - Memorandum Regarding Expenses
  - Memorandum on Publicity for Section Meetings
  - Memorandum on Media Requests
- Aug-Sept. Consider possible topics; contact potential speakers; finalize choices
- October Confirm invitations *in writing*; ask speakers to provide pictures and biographical data
- Oct. 15 Send all *Section Meeting Program Outlines* (or detailed e-mail describing all programs) to TCCTA State Office
- Oct. 15 Send publicity information to TCCTA State Office
- Feb. 1 Send *Media Equipment Request Form* to TCCTA State Office
- Feb. 1 Send Expense Vouchers to TCCTA State Office (if checks are desired before convention)
- Feb. 15 Contact speakers to confirm arrangements; make specific plans to meet speakers prior to Section Meetings
- Feb. 21 Register for convention; pick up packet at Message Center (Guest Speaker badges and checks included in packet)
- Feb. 21 Attend convention Banquet and General Session
- Feb. 22 Arrive early for Friday Section Meeting (check all arrangements)
- Feb. 22 Ask attendees to complete evaluation form in convention program
- Feb. 23 Arrive early for Saturday Section Meeting (check all arrangements)
- Feb. 23 Ask attendees to complete evaluation form in convention program
- Feb. 23 Nominate section officers for 2009 convention
- Feb. 23 Complete Report of Section Chair; leave report at convention registration desk
- March 1 Write thank-you letters to speakers and others who helped with meeting
- March 1 Send Expense Voucher to TCCTA State Office for any unpaid expenses