

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
- Jan. 15 Send *Media Equipment Request Form* to TCCTA State Office
- Jan. 30 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. 19 Register for convention; pick up packet at Message Center (Guest Speaker badges and checks included in packet)
- Feb. 19 Attend convention Banquet and General Session
- Feb. 20 Arrive early for Friday Section Meeting (check all arrangements)
- Feb. 20 Ask attendees to complete evaluation form in convention program
- Feb. 21 Arrive early for Saturday Section Meeting (check all arrangements)
- Feb. 21 Ask attendees to complete evaluation form in convention program
- Feb. 21 Nominate section officers for 2009 convention
- Feb. 21 Complete Report of Section Chair; leave report at convention registration desk
- Feb. 27 Write thank-you letters to speakers and others who helped with meeting
- Feb. 27 Send Expense Voucher to TCCTA State Office for any unpaid expenses