



Texas Mothers of Multiples Calendar for 2023-2024

April 30: Post 2023 Convention meeting - Outgoing and Incoming Officers, Committee Chairs & Committees

May 12:

➤ **Secretary:**

- Bank resolution to President & Treasurer (*if needed*)

May 25:

➤ **President:**

- E-mail Welcome Letter to Board & Committee Chairs w/ Calendar, Contact List, Procedure Manual & Bylaws.

May 31:

➤ **Communications VP:**

- E-mail Welcome Letter to Club State Reps & Past Presidents. Introduce yourself, include Calendar, Board & Committee Chairs Contact List, Procedure Manual and Bylaws.

➤ **Treasurer/President:**

- Bank account signatures changed?
(Not needed as the President & Treasurer are starting a 2nd term.)

June 12:

➤ **Secretary:**

- 2022 Convention Minutes (pre, regular, and post) posted to Google Docs for Minutes Approval.

➤ **Officers:**

- Send your *Updated forms/files* to **Web Administrator** to update on website
- **President** - 2023-2024 Executive Directors & Committee Contact List
- **President** - TMOM Calendar for 2023-2024
- **Membership VP** - Membership List & Map Allocations (3 Areas)
- **Treasurer** - Approved 2023-2024 Budget, Expense Voucher Form
- **Convention VP** - Convention Bid Form, Convention Contest Rules & Form: Theme to the Extreme, Themed Name Tag, Themed T-shirt

- **Nominating Chairmom** - Volunteer Resume Form
 - **Parliamentarian:** Confirm Updated Bylaws & Procedure Manual
- **2022-2023 Officers:**
 - Last chance to submit reimbursement requests for previous year expenses.
- **Chairmoms:**
 - Update forms associated w/your position for the website.
 - Last chance to submit reimbursement requests for 2022-2023 expenses.
- **Club State Reps:**
 - Updated membership lists due to Membership VP
- **2023 Convention Chairs & Treasurer:**
 - ALL Records & Reimbursements should be submitted to the TMOM Treasurer.
- **Membership VP:**
 - Removal of social media non-members
 - Updated Payment Link to include Late Payment Fee

June 26:

- **Web Administrator:**
 - New officer information updated on the website with new position updates.
- **Minutes Approval Chairmom:**
 - Corrections needed to 2023 Convention Minutes (pre,regular, and post) submitted to Secretary
- **Chairmons & Club State Reps:**
 - Confirm information is correct on website for your club (membership page) or your committee page
- **Treasurer:**
 - Audit items submitted to the Audit Committee for review.

July 6:

- **Secretary:**
 - Corrections accepted or explained for 2023 Convention Minutes (pre, regular, and post). If needed, submit to Minutes Approval
- **Minutes Approval Chairmom:**
 - Confirm 2023 Convention Minutes changes (pre, regular, and post), if needed, then submit to Secretary

July 20:

- **Secretary:**
 - Post Approved 2023 Convention Minutes (pre, regular & post) to Website.
 - Post Approved 2023 Convention Minutes (pre, regular & post) to Facebook Group Files.

August 15:

- **Treasurer:**
 - 990 Postcard submitted

August 24:

- **President, Convention VP, Membership VP, Communications VP, Secretary, Treasurer & Parliamentarian & Chairmoms:**
 - MOM's Messenger: *Summer Edition* Articles DUE to the Communications VP: Include Bio and Your goals for 2023-2024 as well as other announcements for your tmom position.
- **Club State Reps:**
 - MOM's Messenger: *Summer Edition* Articles DUE to the Communications VP: Include your club's events/monthly meetings w/ pictures, if available.
- **2024 Convention Update:**
 - MOM's Messenger: *Summer Edition* Articles DUE to the Communications VP: Include Convention Update & Convention Flyer, *IF Available*.

September 1:

- **Web Administrator:**
 - MOM's Messenger: *Summer Edition* Published (Posted) to TMOM website
- **Communications VP:**
 - MOM's Messenger: *Summer Edition* Published (Posted) to TMOM Facebook Group and Emailed to the Clubs, Past Presidents, Directors, Board & Committee
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September 14:

- **Officers & Chairmen:** Deadline for information to be included in President's Letter #1. *Send email to President@tmom.info and Webadmin@tmom.info when complete. Prefer Google Drive links and documents for posting to the website.*
- **President** - Midterm Business Meeting Information
- **Treasurer** - 1st Treasurer Report
- **Convention VP** - "Reset" for Convention Area Bids:
 - 2023 - Area I (Fort Worth - Fort Worth MOMs)
 - 2024 - Area II (Austin - The TMOM Board)
 - 2025 - Area III > Bay Area MOM / Houston MOM / IMAMOM / Northwest Houston MOM / The Woodlands MOM
- **Convention Chair (Convention VP)** - 1st Call Letter (Convention Flyer w/Hotel Link) posted to TMOM website. Please send to: webadmin@tmom.info
- **Membership VP** - Member Club Updates
- **Communications VP** - State Rep & Club Update Email

- **Secretary** - Pre-Board, Business Meeting & Post-Board 2023 Convention Minutes.
- **Parliamentarian** - First Call for Proposed By-Law Changes
- **Nominating Chairmom** - First Call for Volunteer Resume for 2024-2025 year
- **Scholarship Chairmon** - Scholarship Information & Applications

September 17:

- **Web Administrator:**
 - Provide links to updates to President for Letter #1

September 22:

- **ALL Members:**
 - Midterm Meeting Registration OPEN. See Midterm link on Website.

September 25:

- **President:**
 - Complete President's Letter #1

September 29:

- **Web Administrator:**
 - President's Letter #1 *Posted* to the TMOM Website
- **Communications VP:**
 - President's Letter #1 *Posted* to the TMOM Facebook group & Email to Clubs, Past Presidents, Directors, Board & Committees

October 3:

- **2024 Convention Chair & Convention Treasurer:**
 - 2024 Convention budget completed & ready to present at Midterm.

October 7:

- **Officers & Chairmoms:**
 - Mid-term Reports due to the **President**. *Email reports to: President@tmom.info*
 - Expense Vouchers due to the **Treasurer** to be reimbursed at Mid-term.
 - Deadline for proposed by-law changes due to the **Parliamentarian**.
- **2024 Convention Treasurer (TMOM Treasurer):**
 - The 2024 Convention Treasurer's Report. *Email report to: President@tmom.info and Treasurer@tmom.info*
- **Audit Chairmom:**
 - 2022-2023 Year Audit Report. *Email report to: President@tmom.info and*

Treasurer@tmom.info

➤ **Club State Reps:**

- Mid-Term Registration due by *October 14th*.
- Deadline for proposed by-law changes due to the **Parliamentarian**

➤ **Area III Member Clubs:** Bay Area MOM / Houston MOM / IMAMOM / Northwest Houston MOM / The Woodlands MOM

DEADLINE for 2025 Convention Bid Due to Convention VP by MIDTERM!

NOTE: If a bid is Not received from an Area III club by Midterm, Then the 2025 convention bid will be open to all clubs.

October 9:

- **Ways & Means Chairmom:** Send rules & regulations for the sales room and the updated sales room form to the Convention VP and to the President, as the TMOM Board is hosting the 2024 convention.

October 14:

➤ **MID-TERM MEETING REGISTRATION DEADLINE**

See posted flyer for details

October 21: MID-TERM MEETING: 1:00pm - 5:00pm

➤ **Officers, Chairmoms, Committees & Members, Club State Reps & Club Presidents:**

- Mid-Term Meeting: HOUSTON AREA (*Location To Be Announced*)
- Virtual Option will be Available Again This Year @Midterm

➤ **2024 Convention Chair & Convention Treasurer:**

- 2024 Convention budget completed & presented at Midterm.

➤ **Club State Reps:**

- Updated membership lists due to Membership VP

➤ **All TMOM Members:**

- Volunteer Resume forms due to Nominating Chairmom – Especially for elected positions.

➤ **Area III Member Clubs:** Bay Area MOM / Houston MOM / IMAMOM / Northwest Houston MOM / The Woodlands MOM

DEADLINE for 2025 Convention Bid Due to Convention VP by MIDTERM!

NOTE: If a bid is Not received from an Area III club by Midterm, Then the 2025 convention bid will be open to all clubs.

October 30:

- **Officers & Chairmen:** Deadline for information (Updates from Mid-Term as well as requests below) to be included in President's Letter #2. *Send email to*

President@tmom.info and Webadmin@tmom.info when complete. Prefer Google Drive links and documents for posting to the website.

- **President** - Summary of Mid-term meeting
- **Treasurer** - 2024-2025 Budget *Draft* (from Mid-Term)
- **Convention VP** - Contest Guidelines & Entry Forms for Convention Contests and Convention bid form
- **Membership VP** - Member Club updates
- **Communications VP** - Contest Guidelines & Entry Forms for Newsletter
- **Parliamentarian** - By-law Changes presented @Mid-Term, if any
- **Web Admin or Communications VP** - Contest Guidelines & Entry Forms for Website
- **Ways & Means Chairmom** - Ways & Means Sales Room Forms
- **Nominating Chairmom** - Volunteer resume form
- **Scholarship Chairmon** - Scholarship Information & Applications

November 1:

- **Secretary:**
 - Midterm Minutes submitted to Minutes Approval.

November 8:

- **President:**
 - Complete President's Letter #2

November 10:

- **Minutes Approval Chairmom:**
 - Corrections needed for Midterm minutes submitted to Secretary
- **Club State Reps:**
 - Updated club membership lists Due to Membership VP

November 17:

- **Web Administrator:**
 - President's Letter #2 *Posted* to the TMOM website
- **Communications VP:**
 - Post President's Letter #2 *Posted* to TMOM Facebook group and Email to the Clubs, Past Presidents, Directors, Board & Committee
- **Secretary:**
 - Corrections accepted or explained for Midterm Minutes. If needed, submit to Minutes Approval

November 20:

- **Minutes Approval Chairmom:**
 - Confirm Approved Midterm minutes and submit back to Secretary

November 28:

- **Secretary:**
 - Post Approved Midterm Minutes to the TMOM website.
 - Post Approved Midterm Minutes to Facebook Groups Files.

January 5, 2024:

- **President, Convention VP, Membership VP, Communications VP, Secretary, Treasurer, Parliamentarian & Chairmoms:**
 - MOM's Messenger: *Winter Edition* Articles DUE to the Communications VP: Share your favorite Fall/Winter Holiday picture of you, your family or a vacation with a short summary and any Alerts/Updates about your tmom position for the tmom members.
- **Club State Reps:**
 - MOM's Messenger: *Winter Edition* Articles DUE to the Communications VP: Share your club's fall or holiday monthly meetings and/or events with pictures, if possible.
- **2024 Convention Chair (Convention VP):**
 - MOM's Messenger: *Winter Edition* - Article about upcoming 2023 convention and/or Convention Flyer w/Hotel Link & Registration Link DUE to the Communications VP, IF Your Registration Link is Ready :)

January 15, 2024:

- **Convention Chair:**
 - 2nd Call Letter posted to the website (Convention Registration Info included)
- **Web Administrator:**
 - Mom's Messenger: Winter Edition *Published* (Posted) to TMOM website
- **Communications VP:**
 - Mom's Messenger: Winter Edition *Published* (Posted) to TMOM Facebook Group and Emailed to the Clubs, Past Presidents, Directors, Board & Committees

January 16, 2024

- **Officers & Committee Chairmoms:** Deadline for information (Upcoming deadlines as well as requests below) to be included in President's Letter #3. Send email to President@tmom.info and Webadmin@tmom.info when complete. Prefer Google Drive links and documents for posting to the website.
 - **President** - Upcoming deadlines

- **Convention VP** - Contest Guidelines & Entry Forms for convention contests and any other convention information
- **Membership VP** - Membership Renewal Info
- **Communications VP** - Contest Guidelines & Entry Forms for Newsletter
- **Web Admin or Communications VP** - Contest Guidelines & Entry Forms for Website
- **Parliamentarian** - By-law Changes presented @Mid-Term, if any
- **Ways & Means Chairmom** - Ways & Means Sales Room Forms
- **Nominating Chairmom** - Volunteer resume form & Complete Slate of Officers for 2023-2024, IF Available
- **All TMOM Members:**
 - Volunteer Resumes for TMOM due to Nominating Chairmom

February 1, 2024:

- **All Members:**
 - Scholarship Applications due to Scholarship Chairmom
- **Web Administrator:**
 - President's Letter #3 *Posted* to the TMOM website
- **Communications VP:**
 - President's Letter #3 *Posted* to TMOM Facebook Group and Email to the Clubs, Past Presidents, Directors, Board & Committees
- **Membership VP:**
 - Send Membership Lists & Number of club votes to Credentials Chair

February 15, 2024:

- **Scholarship Chairmom:** Scholarship information email to committee members
- **Nominating Chairmom** - Slate of Officers for The 2024-2025 TMOM Board of Directors and Officer Bios should be sent to Communications VP to be published in The Spring Edition of The MOMs Messenger. Also, post the slate with bios in our Facebook group.

February 16, 2024:

- **President, Convention VP, Membership VP, Communications VP, Secretary, Treasurer, Parliamentarian & Chairmoms:**
 - MOM's Messenger: *Spring Edition* Articles DUE to the Communications VP.
- **Club State Reps:**
 - MOM's Messenger: *Spring Edition* Articles DUE to the Communications VP.
- **2024 Convention Chair (Convention VP):**
 - MOM's Messenger: *Spring Edition* - Article about upcoming 2024 convention and/or Convention Flyer w/Hotel Link & Registration Link DUE to the Communications VP, IF Your Registration Link is Ready

March 1, 2024:

- **Officers, Committee Chairmoms & 2024 Convention Chair**
 - Year-End reports due to the **President**. *Email to: President@tmom.info*
(To be included in the convention booklet.)
- **Convention Chair (Convention VP):** 3rd Call Letter (2024 Convention Registration w/Deadlines) posted to the TMOM website. *Send to Webadmin@tmom.info*
- **Club State Reps:**
 - Updated membership lists due to Membership VP
- **Membership VP:** Club Membership Renewal Links Posted
- **Credentials Chairmom:** Credentials information sent to clubs & Past Presidents
- **Web Administrator:**
 - MOMs Messenger: *Spring Edition Published* (Posted) to the TMOM website
- **Communications VP:**
 - MOMs Messenger: *Spring Edition Published* (Posted) to TMOM Facebook Group and email to clubs & Past Presidents

March 11, 2024:

- **Convention Registration Due - Late fee after March 11th**

March 14, 2024:

- **State Reps, Club Historians, Member Clubs, Committee Chairmoms & Officers:**
 - Deadline to email (submit) photos to TMOM Historian for The 2022-2023 TMOM Scrapbook, which is a gift to the current President. (Your current President would love a scrapbook full of Awesome pictures!)
Send Photos to kimgist22@gmail.com
- **Scholarship Committee:** Scholarship judging information returned to the Chairmom
- **Officers, Committee Chairmoms & 2024 Convention Chair**
 - Expense Vouchers are due to the **Treasurer**

March 22, 2024:

- **Club State Reps:**
 - ❖ **Deadline** for TMOM Dues for 2024-2025 for Star Recognition
- **Club State Reps & Past Presidents:**
 - ❖ **Deadline** to turn in Credentials forms to Credentials Chairmom

April 11 - 14, 2024:

- **The 51st Texas Mothers of Multiples Convention** Hosted by
The TMOM Board in Austin, Texas.