

TEDA Membership Secretary Time Line

NOTE: See “Flex Dates / Ongoing Items” at end of Time Line for ongoing items or items whose dates may change as schedule requires.

August

Maintain and monitor database of membership.

September

Maintain and monitor database of membership.

Obtain copy of current chapter officers for the current year (September 15).

Maintain Chapter membership list and send to chapter designee at the same time of chapter membership reimbursements (September 30).

October

Maintain and monitor database of membership.

Ensure that the Quarterly Insurance payment is made by the treasurer (per designated time) upon receipt from insurance company.

Ensure that non-paid previous members receive an email encouraging them to renew their TEDA membership. (Emails should always be sent with the addresses undisclosed.)

November

Maintain and monitor database of membership.

December

Maintain and monitor database of membership upon receipt from website.

Ensure that non-paid Chapter Officers receive an email encouraging them to join/renew TEDA membership prior to December 31 so their chapter will be able to receive membership reimbursement.

January

Maintain and monitor database of membership.

Maintain chapter membership list and send to chapter designee at the same time as chapter membership reimbursements (January 31).

Ensure that the Quarterly Insurance payment is made by the treasurer (per designated time) upon receipt from insurance company.

February

Maintain and monitor database of membership.

Collaborate with the Past President to ensure that an email is prepared and sent at the appropriate time for Educational Diagnosticians’ Week.

March

Maintain and monitor database of membership.

April

Maintain and monitor database of membership.

Ensure that the Quarterly Insurance payment is made by the treasurer (per designated time) upon receipt from insurance company.

May

Maintain and monitor database of membership.

Maintain Chapter membership list and send to chapter designee at the same time as chapter membership reimbursements (May 31).

Prepare the Membership Application for the next fiscal/school year. Membership always goes from August 1 to July 31.

Obtain approval from the insurance company and TEDA Board for information on the Membership Application.

Collaborate with the Past President/Website Liaison to post the new Membership Application on the TEDA website.

June

Maintain and monitor database of membership.

Collaborate with the Past President/Website Liaison to ensure that a TEDA Tracker is sent to all TEDA members regarding the “new” Membership Application being posted to the website.

Ensure that the Membership Application is sent to all members before the end of June. (The *DiaLog* can be used as a vehicle for such.)

Renew TEDA Educators Professional Liability Insurance upon receipt of application from the insurance company.

July

Renew TEDA Business Owners Insurance upon receipt of application from the insurance company.

Ensure that the Quarterly Insurance payment is made by the Treasurer upon receipt from insurance company (per designated date).

Transfer any equipment, records/information/materials, timeline, electronic files and any documentation to the incoming Membership Secretary prior to the new fiscal year for the Association.

Provide electronic copy of updated officer timeline to Organizational Affairs Chairperson.

Flex Dates / Ongoing Items

Chapter Officers:

Maintain copy of local chapter officers for the current year.

Insurance:

Serve as the official insurance representative for TEDA.

Monthly:

Maintain and monitor database of membership.

Tri-annually:

Maintain Chapter membership list and send to chapter designee at the same time as Chapter reimbursements (September 30, January 31 and May 31 as per Standing Rules).

Quarterly:

Ensure that the Quarterly Insurance payment is made by the treasurer (per designated dates) upon receipt from insurance company

Periodically:

Coordinate with the Past President to send emails to all members regarding updates of information in order to support membership.

Verify membership for insurance claims as they arise.

Before each Executive Board Meeting:

Obtain data to write the Membership and Insurance Reports (individual and private). The Membership Report is sorted by regional membership and then by total membership.

The Insurance Report is the total number of members who have obtained insurance.

(Note: Insurance is also available to students in training to become diagnosticians.)

Provide copies of each report for all members of the Executive Board and others as designated.

Send by email to Board members, and/or post to TEDA Board website.

Before each General Assembly Meeting:

Prepare Chapter Roll Call of members in attendance for the annual General Assembly meeting.

Note: All correspondence may be electronically completed.