

Regional Presidents Annual Calendar
(Beginning with fiscal year July 2019 - July 2020)

Month/Year	Task
July, 2019	Regional Officers' meeting at APPA 2019 conference.
August, 2019	Regional Presidents receive committee/task force appointment/reappointment form and term listings at APPA 2019 conference.
August, 2019	Host materials forwarded to APPA for each regional meeting (registrations, etc.).
Fall 2019 for January & September 2020 APPA U: Institute and Academy	Scholarships notification for two Institute for Facilities Management and one Leadership Academy educational programs.
November, 2019	Committee appointments/reappointments approved and forwarded to APPA headquarters office.
November 30, 2019	Award for Excellence; Effective & Innovative Practices; Sustainability Awards institutional submittals due to APPA headquarters office.
November 30, 2019	Individual Awards and Recognition nominations are due to APPA headquarters office (<i>Meritorious Service, Pacesetter, Unsung Hero awards</i>).
December 15, 2019	Membership Dues Billing - Annual Service Agreements for regional dues billing services due to APPA.
December 15, 2019	Open call for Elected Officer nominations considered FINAL at APPA office.
December, 2019	Executive and Board reports submitted by Senior Regional Representatives regarding regional activities to APPA headquarters office (for January "Super" Committee meeting).
January, 2020	APPA Winter Committee and Executive Meetings held January 21-26 in Alexandria, VA
January Board Meeting, 2020	Senior Regional Representatives recommend nominations for elected office (includes need for applications resumes' and other supporting documents for candidate discussion by Nomination Committee).
March, 2020	Financial Reports to APPA for those within APPA's Group Tax Exemption.
June, 2020	Board reports submitted by Senior Regional Representatives regarding regional activities to APPA headquarters office (for July Board meeting).
July, 2020	Regional President, President-Elect, and/other regional officer(s) attend Regional Officers' meeting at APPA 2020 conference. (Also Board meeting(s) for Junior and Senior representatives.)

* Articles and/or regional news for the Facilities Manager magazine are accepted at any time throughout the year.