

**Regional Presidents Annual Calendar**  
(Beginning with fiscal year July 2017 - July 2018)

Month/Year	Task
July, 2017	Regional Officers' meeting at APPA 2017 conference.
August, 2017	Regional Presidents receive committee/task force appointment/reappointment form and term listings at APPA 2017 conference.
August, 2017	Host materials forwarded to APPA for each regional meeting (registrations, etc.).
Fall 2017 for January & September 2018 APPA U: Institute and Academy	Scholarships notification for two Institute for Facilities Management and one Leadership Academy educational programs.
November, 2017	Committee appointments/reappointments approved and forwarded to APPA headquarters office.
November 30, 2017	Award for Excellence; Effective & Innovative Practices; Sustainability Awards institutional submittals due to APPA headquarters office.
November 30, 2017	Individual Awards and Recognition nominations are due to APPA headquarters office ( <i>Meritorious Service, Pacesetter, Unsung Hero awards</i> ).
December 15, 2017	Membership Dues Billing - Annual Service Agreements for regional dues billing services due to APPA.
December 15, 2017	Open call for Elected Officer nominations considered FINAL at APPA office.
January, 2018	Board reports submitted by Senior Regional Representatives regarding regional activities to APPA headquarters office (for mid-year Board meeting).
January/February Board Meeting, 2018	Senior Regional Representatives recommend nominations for elected office (includes need for applications resumes' and other supporting documents for candidate discussion by Nomination Committee).
March, 2018	Financial Reports to APPA for those within APPA's Group Tax Exemption.
June, 2018	Board reports submitted by Senior Regional Representatives regarding regional activities to APPA headquarters office (for July Board meeting).
July, 2018	Regional President, President-Elect, and/other regional officer(s) attend Regional Officers' meeting at APPA 2018 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.