

# Annual Calendar for Society Executives

2024-25

## Ongoing Tasks

- Check [society email & social media accounts](#)
- Plan society activities
- Meet with [Student Life Staff Advisor](#)
- Meet with Faculty Advisor

### April 2023

### Important Dates

- Read the [society guidelines](#)
- Have [transition meetings](#) with outgoing society executives
- **April 22:** Society Executive Training

### May 2023

### Important Dates

- Read the [society guidelines](#)
- Have [transition meetings](#) with outgoing society executives
- Get access to and change passwords for the [society email account](#), social media channels, and files
- Review previous SAPs and Activity Debrief Forms
- Work on Fall [Semester Activity Plans \(SAPs\)](#)
- Schedule a training follow-up meeting with Staff Advisor and executive team
- N/A

### June 2023

### Important Dates

- Finalize Fall [Semester Activity Plans \(SAPs\)](#)
- **June 15:** Fall Semester Activity Plans (SAPs) due

### July 2023

### Important Dates

- Coordinate activities for approved Fall SAPs
- **Mid-July:** Fall SAP feedback from Staff Advisor

### August 2023

### Important Dates

- Coordinate activities for approved Fall SAPs
- Discuss process for filing vacant society positions with Staff Advisor
- Promote applications for vacant society positions
- N/A

### September 2023

### Important Dates

- Coordinate activities for approved Fall SAPs
- Promote applications for vacant society positions
- Fill vacant society positions with Staff Advisor
- Submit [Activity Debrief Form\(s\)](#)
- Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- Swoop into Success Month
- **Sept. 21:** Applications due for vacant Society Executive positions

### October 2023

### Important Dates

- Meet with new society executives to update them on society activities (if vacant positions were filled)
- Coordinate activities for approved Fall SAPs
- Work on Winter [Semester Activity Plans \(SAPs\)](#)
- Submit [Activity Debrief Form\(s\)](#)
- Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- **Oct. 17:** Society Executives Training

# Annual Calendar for Society Executives

2024-25

## November 2023

### Important Dates

- Finalize Winter [Semester Activity Plans \(SAPs\)](#)
  - Submit [Activity Debrief Form\(s\)](#)
  - Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- N/A

## December 2023

### Important Dates

- Coordinate activities for approved Winter SAPs
  - Submit [Activity Debrief Form\(s\)](#)
  - Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- **Dec. 1:** Winter Semester Activity Plans (SAPs) due
  - **Mid-December:** Winter SAP feedback from Staff Advisor

## January 2024

### Important Dates

- Coordinate activities for approved Winter SAPs
  - Promote applications for society positions
  - Discuss process for selecting society executives for next year with Staff Advisor
  - Submit [Activity Debrief Form\(s\)](#)
  - Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- Swoop into Success Month

## February 2024

### Important Dates

- Coordinate activities for approved Winter SAPs
  - Select new society executives with Staff Advisor
  - Submit [Activity Debrief Form\(s\)](#)
  - Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- **Feb. 2:** Applications for 2023-24 Society Exec positions due

## March 2024

### Important Dates

- Coordinate activities for approved Winter SAPs
  - Remind students to add society experiences to their [Co-Curricular Record \(CCR\)](#)
  - Announce society executive team for next academic year to members (once Staff Advisor emails you)
  - Schedule [transition meetings](#) with new society executives
  - Submit [Activity Debrief Form\(s\)](#)
  - Meet with Staff Advisor to be [reimbursed for any approved expenses](#)
- **\*TBA:** Business & Media Studies: Program Preview Day (Recruitment event)
  - **\*TBA:** Applied Sciences: Program Preview Day (Recruitment event)
- \*The event dates are tentative*

## April 2024

### Important Dates

- Submit any outstanding [Activity Debrief Form\(s\)](#)
  - Schedule [transition meetings](#) with new society executives to review SAPs and Activity Debrief Forms
  - Give new executives access to society email account, social media channels, and files
- N/A