

BPW NZ CONFERENCE DEADLINES

- Please note, the due dates are the final dates for acceptance of these actions.
- For any queries, please contact the Executive Secretary.

Action	By Whom	To	Deadlines	2009
1. Constitutional Motions and General Remits sent in to Resolutions Chair	Clubs & Members	Imm. Past President ipp@bpwnz.org.nz	1st December	1.12.09
2. Official call to Conference 2009 sent out	Exec Sec	Clubs	16 weeks prior to Conference.	1.1.10
3. Minutes of previous Conference, and Conference Deadlines sent out.	Exec Sec	Clubs, Life members and Past Presidents	16 weeks prior to Conference.	1.1.10
4. Conference registration forms & Officer nomination forms sent out	Exec Sec	Clubs	16 weeks prior to Conference.	1.1.10
6. BPW NZ Financial Accounts for y.e.31/12/08 sent to Auditor	Treasurer	Auditor	31 January	31.1.10
7. Remits circulated with instructions re proposing amendments	Exec Sec	Clubs	10 weeks prior to Conference	12.2.10
8. Nominations for Officers & Convenors sent in	Clubs & Members	BPW NZ	10 weeks prior to Conference.	12.2.10
9. <u>Written</u> amendments to Conference 2008 Minutes sent in	Clubs	BPW NZ	8 weeks prior to Conference.	26.2.10
10. All Annual Reports, Audited Accounts sent in.	Exec & Convenors	Email to President	8 weeks prior to Conference.	26.2.10
11. Applications for all Awards	Clubs	BPW NZ	8 weeks prior to Conference	01.03.10
12. <u>Written amendments</u> to Constitutional Motions and General Remits sent to Resolutions Chair	Clubs	Imm. Past President ipp@bpwnz.org.nz	6 weeks prior to Conference	12.3.10
13. Conference papers sent to printer	CPC	Printer	6 weeks prior to Conference	12.3.10
14. Printed conference papers delivered to CPC	Printer	CPC	5 weeks prior to Conference	19.3.10
15. Twice weekly updates of registration figures, & Friday dinner official guests	CPC	President	Starting 1 month prior to Conference.	23.3.10
16. Entries for Yearbook sent in	Clubs	Exec Sec	4 weeks prior to Conference	26.3.10
17. Amendments to Constitutional Motions and General Remits circulated to all clubs.	IPP	Clubs	4 weeks prior to Conference.	23.3.10

BPW NZ Conference 2010 Deadlines

Action	By Whom	Sent To	Deadlines	2009
18. Conference papers for Exec, Clubs, Individual Members, Life Members, Past Presidents sent to Exec Sec.	CPC	Exec Sec	4 weeks prior to Conference	23.3.10
19. Registrations for Conference close. (Late registrations still received up to start of Conference.)	Members	CPC	4 weeks prior to Conference	23.3.10
21. Conference papers for Executive, Clubs, non-attending clubs, Individual Members and Past Presidents sent out.	Exec Sec	Exec, Clubs, non-attending clubs, Individual Members and Past Presidents	3 weeks prior to Conference	2.4.10
22. Conference papers, info booklet & receipts for registrants sent out	CPC	Registrants	3 weeks prior to Conference	2.4.10
17. Club membership returns and dues updated to 30 September sent in.	Club Treasurers	BPW NZ Treasurer	2 weeks prior to Conference	9.4.10
<i>23. Postal votes from non-attending clubs, individual members and Past Presidents</i>	<i>Clubs, Indiv. Members Past Pres.</i>	<i>BPW NZ</i>	<i>1 week prior to Conference</i>	<i>17.4.10</i>
24. Position records handed over to new Officers	Outgoing Officers	Incoming Officers	At end of Conference	25.4.10
25. Conference Evaluation Summary & Conference Manuals returned to President	CPC	President	1 month after Conference	25.5.10
26. New Executive & Convener meeting and planning forum in Wellington	New Exec & Conveners	President sets the date	4-6 weeks after Conference.	Decided at end of Conference meeting of new Executive.
27. Reviewed Conference Accounts and 2/3 of any surplus sent to Exec	CPC	BPW NZ Treasurer	2 months after Conference	25.6.10

* CPC = Conference Planning Committee