



Suggested Chapter Activities and Reminders by Month 2022-2023

Each chapter is unique and will develop its own local operational schedule. This information will help you build your game plan.

October

- Executive committee meets to update a plan for the year.
- Review National Calendar and updated events in order to plan local and national activities.
- Set goals and develop timetable for the coming year.
- If you have questions, check out the National Website at www.nbs-aerho.org, participate in chapter video conferences, and additional questions can be referred to the National Office.
- Organize the chapter meetings and promote them with posters, social media, class announcements, and word-of-mouth.
- Have at least one member attend the mid-October Zoom conference as a live organizational update.
- Review a list of members. Identify potential members. Share your chapter plans and explain the benefits of membership. Consider/promote purchasing a “Chapter Block” by November 1 (for discounted membership rate for 4 or more members). Continue recruiting activities to attract new members. (Additional members can join after 11/1.)
- Promote deadlines for national membership dues (11/1), National Undergraduate Student Electronic Media Competition submissions (11/18 and 12/16), Academic/Professional Submissions (including grad students - 12/31), and AERho application (11/21 and 2/14/23)
- Plan and implement activities for fundraising and community service.
- Look for information on the online “Career Focus” event (TBA).
- Prepare (revise, if necessary) to submit a signed/dated version of your local constitution on 11/2.
- Have at least one “fun” event so chapter members can bond and enjoy the social side of NEMA/NBS-AERho.

November

- **November 1** is the renewal deadline for NBS-level memberships.
- **November 2** is the submission deadline for an updated **signed/dated** copy of your local constitution. It should be sent as an e-mailed attachment to the designated site online.
- **November 8** is the national chapter leader video conference. Check the website for the time.
- Remind chapter members of the deadlines for the National Student Electronic Media Competitions (11/19 and 12/10), AERho (11/24 and 2/14) and national convention registration (11/12, 1/29, 2/14, and 2/28) and convention hotel reservations (2/14).
- Share convention information with chapter members as it becomes available.
- A designated member should submit the Fall Census (online) between **November 11 and November 15**.
- **November 18** is the discounted rate deadline for National Undergraduate Student Electronic Media Competition submissions.
- **November 21** is the early AERho application deadline.
- Explore the national convention section of the NBS-AERho website. Begin planning travel and activity options.
- When you are home for Thanksgiving break...drop a hint to the family that attending the National Convention would be an educational experience which would help launch your professional career and it would make a great holiday gift.
- Remind professionals that December 31 is the deadline for their submissions.

December

- Continue to formulate travel plans to attend the national convention. In previous years, airlines have had online sales for air travel from Dec. 26 through mid-January, saving some travelers up to \$300.
- Remind your chapter members of upcoming deadlines.
- **December 16** is the final deadline for the National Undergraduate Student Electronic Media Competitions.
- **December 31** is the deadline for academic professional competitions/paper submissions.
- Study hard for exams then have some fun and relax over your holiday break.

January

- **Come back to this site to see the updated activities for the new semester.**
- If your chapter plans to fly to the convention, be prepared for holiday break airline flight sales.
- **January 10** is the chapter leader video conference. Check the website for the time and specifics.
- Work on your Motivated Chapter Report (due 2/14), Community Service Report (due 2/14), and NBS-AERho Award Nominations (due 2/14).
- Promote AERho final application deadline (2/14).
- An additional chapter leader video conference will be scheduled for late January. Check the website for the time and specifics.

February

- **February 14 is the deadline date for:** AERho application/registration, Motivated Chapter reports, Community Service reports, NBS-AERho Award nominations.
- **February 15-17 submit the Winter Chapter Census** (found on the website)