**PRESIDENT DUTIES**

February:

* Contact GME office (Lou Halsch) regarding email wording for Match Day email
* Introduce yourself to the following supporters: Chad Burtch (State Farm), Eadie Fawcett-Weaver (UICCU), and Bill Montag (Northstar).
* Schedule Officer’s Meeting for end of month (match day, advertising, new officers)- have all present sign a copy of the agenda for UICCU and IMP, Inc.
* Re-contact businesses re: advertising
* Set dates/reserve spaces for Welcome Brunch and Family Picnic so dates can be put in the Match Day info
* Reserve space for Goodbye Party (avoid Mem. weekend)

March:

* Update Match Day sheets with current dates
* Work with Web Editor on Ad campaign
* Have name added to bank account, order debit card
* Contact Northstar for their Pulse blurb, and email Pulse to all members

April:

* Contact Resident’s Council re: getting word out for Brunch and Picnic

May:

* Schedule officer’s meeting for end of month (Welcome Events, review ad campaign)

June:

* Contact Northstar for their Pulse blurb, and email Pulse to all members
* Purchase gifts for 2012/2013 officers (Target giftcards)  $50 for President, $40 for VP(s), $20 for all others (even if they are returning next year)
* Find babysitters for Welcome Brunch - $40 from 8:30-12:30, plus parking.
* Email all members re: who is graduating.  Let them know that they will be removed from the email/evite/facebook on August 1st.
* Contact previous and potential donors for door prizes

July:

* Welcome Brunch
* Contact Medical and Dental school re: getting information out to their students

August:

* Family Picnic
* Schedule officer’s meeting for end of month (Membership)

September:

* Contact Northstar for their Pulse blurb, and email Pulse to all members
* T-shirt order

October:

* Halloween Party

November:

* Schedule officer’s meeting for end of month (budget, Winter Dinner, email blast)
* Schedule Winter Dinner for early January at 126
* Contact Residency Coordinators in various departments to see if we can get info to new residents through them

December:

* Email all realtor in area, all businesses that advertised last year, all businesses that emailed through the year wanting to advertise, all local business re: ad campaign for upcoming year.
* Contact Northstar for their Pulse blurb, and email Pulse to all members

January:

* Winter Dinner