

ESP PRESIDENT TIMELINE AND TASKS

July through June: Ongoing

Prepare agendas for ESP Board meetings.
Distribute agendas to Board members 5 days before meetings.
Chair Board meetings
Review minutes of ESP Board minutes prepared by Secretary.
Review ESP budget with Treasurer
Oversee fundraising endeavors.
Ensure compliance with fundraising requirements (submitting appropriate permits).

January to April

Participate on Book Author Luncheon (BAL) Committee to ensure success of scholarship fundraiser.

February

Meet with Treasurer to prepare Federal Form 990-N tax report

March

Meet with Treasurer to prepare Annual Report to State of CT

April

Prepare proposed budget for the coming year with Treasurer.

May

Ensure donors of \$250 or more receive a thank you and a tax receipt documenting donations.

June

Schedule audit of ESP finances.

July

Ensures IRS Form 990 accurate, complete, and filed.

October 30, 2023