

BPW NZ CONFERENCE DEADLINES

8th April Annual General Meeting 2016 – Auckland

- 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	2016
1. Constitutional Motions and General Remits sent in to Resolutions Chair	Clubs & Members	Imm. Past President ipp@bpwnz.org.nz	1st December	1 Dec 2015
2. Call for Life Membership Nominations	Clubs	Exec Secretary	17 weeks prior to Conference	11 Dec 2015
3. Official call to Annual General Meeting 2016 sent out	Exec Sec	Clubs	16 weeks prior to Conference.	18 Dec 2015
4. Minutes of previous Conference, and Conference Deadlines sent out.	Exec Sec	Clubs, Life members and Past Presidents	16 weeks prior to Conference.	18 Dec 2015
5. Conference registration forms & Officer nomination forms sent out	Exec Sec	Clubs	16 weeks prior to Conference.	18 Dec 2015
6. Registrations for Conference close. (Late registrations still received up to start of Conference.)	Members	CPC	Early Bird 14 weeks prior to conference	31 Dec 2015
7. Remits circulated with instructions re proposing amendments	Exec Sec	Clubs	10 weeks prior to Conference	29 Jan 2016
8. Nominations for Officers sent in	Clubs & Members	Exec Secretary	10 weeks prior to Conference.	29 Jan 2016
9. Written amendments to Minutes of Conference 2015 sent in	Clubs	Exec Secretary	8 weeks prior to Conference.	12 Feb 2016
10. Written amendments to Constitutional Motions and General Remits sent to Resolutions Chair	Clubs	Imm. Past President ipp@bpwnz.org.nz	6 weeks prior to Conference	26 Feb 2016
11. Entries for Yearbook sent in	Clubs	Exec Secretary	6 weeks prior to Conference	26 Feb 2016
12. Applications for all Awards	Clubs	Exec Secretary	5 weeks prior to Conference	4 Mar 2016
13. Amendments to Constitutional Motions and General Remits circulated to all clubs.	IPP	Clubs	4 weeks prior to Conference	11 Mar 2016
14. Conference papers for Executive, Clubs, non-attending clubs, Individual Members and Past Presidents sent out as PDF hardcopy at conference.	Exec Sec	Exec, Clubs, non-attending clubs, Individual Members and Past Presidents	4 weeks prior to Conference	11 Mar 2016
15. Conference papers, info booklet & receipts for registrants sent out	Conference Planning Committee	Registrants	3 weeks prior to Conference	18 Mar 2016
16. Club membership returns and dues updated to 29 Feb sent in.	Club Treasurers	BPW NZ Treasurer	2 weeks prior to Conference	24 Mar 2016
17. Postal votes from non-attending clubs, individual members and Past Presidents	Clubs, Individ. Members Past Pres.	Exec Secretary	1 week prior to Conference	1 Apr 2016