

BPW NZ CONFERENCE DEADLINES

22nd April AGM 2017 – Central Hawkes Bay

- 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
1. Constitutional Motions and General Remits sent in to Resolutions Chair	Clubs & Members	Imm. Past President ipp@bpwnz.org.nz	1 Dec 2016
2. Call for Life Membership Nominations	Clubs	Exec Secretary	23 Dec 2016
3. Official call to Annual General Meeting 2016 sent out	Exec Sec	Clubs	30 Dec 2016
4. Minutes of previous Conference, and Conference Deadlines sent out.	Exec Sec	Clubs, Life members and Past Presidents	1 Dec 2016
5. Conference registration forms & Officer nomination forms sent out	Exec Sec	Clubs	21 Oct 2016
6. Registrations for Conference close. (Late registrations still received up to start of Conference.)	Members	CPC	31 Jan 2017
7. Remits circulated with instructions re proposing amendments	Exec Sec	Clubs	10 Feb 2017
8. Nominations for Officers sent in	Clubs & Members	Exec Secretary	10 Feb 2017
9. Written amendments to Minutes of Conference 2016 sent in	Clubs	Exec Secretary	24 Feb 2017
10. Applications for all Awards	Clubs	Exec Secretary	1 Mar 2017
11. Entries for Yearbook sent in	Clubs	Exec Secretary	10 Mar 2017
12. Written amendments to Constitutional Motions and General Remits sent to Resolutions Chair	Clubs	Imm. Past President ipp@bpwnz.org.nz	10 Mar 2017
13. Amendments to Constitutional Motions and General Remits circulated to all clubs.	IPP	Clubs	24 Mar 2017
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	24 Mar 2017
15. Conference papers, info booklet & receipts for registrants sent out	Conference Planning Committee	Registrants	31 Mar 2017
16. Club membership returns and dues updated to 28 Feb sent in.	Club Treasurers	BPW NZ Treasurer	31 Mar 2017
17. Postal votes from non-attending clubs, individual members and Past Presidents	Clubs, Individ. Members Past Pres.	Exec Secretary	14 Apr 2017