

BPW NZ CONFERENCE DEADLINES

1st, 2nd, 3rd May Conference 2015 – Christchurch

- 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	2014
1. Constitutional Motions and General Remits sent in to Resolutions Chair	Clubs & Members	Imm. Past President ipp@bpwnz.org.nz	1st December	1 Dec 2014
2. Official call to Conference 2015 sent out	Exec Sec	Clubs	16 weeks prior to Conference.	10 Jan 2015
3. Minutes of previous Conference, and Conference Deadlines sent out.	Exec Sec	Clubs, Life members and Past Presidents	16 weeks prior to Conference.	10 Jan 2015
4. Conference registration forms & Executive nomination forms sent out	Exec Sec	Clubs	16 weeks prior to Conference.	10 Jan 2015
5. Remits circulated with instructions re proposing amendments	Exec Sec	Clubs, Individual Members , Past Presidents, Executive	10 weeks prior to Conference	21 Feb 2015
6. Nominations for Executive sent in	Clubs & Individual Members	BPW NZ	10 weeks prior to Conference.	21 Feb 2015
7. MEMBERSHIP COMPETITION	Clubs & Individual Members	BPW NZ	10 weeks prior to conference	21 Feb 2015
8. Written amendments to Minutes of Conference 2014 sent in	Clubs, Individual Members, Past Presidents	BPW NZ	8 weeks prior to Conference.	07 Mar 2015
9. Applications for all Awards	Clubs & Individual Members	BPW NZ	1 st March 2015	1 Mar 2015
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	21 Mar 2015
11. Entries for Yearbook sent in	Clubs	Exec Sec	6 weeks prior to Conference	21 Mar 2015
12. Amendments to Constitutional Motions and General Remits circulated to all clubs.	IPP	Clubs	6 weeks prior to Conference.	21 Mar 2015
13. Conference papers for Executive, Clubs, non-attending clubs, Individual Members and Past Presidents sent out.	Exec Sec	Exec, Clubs, non-attending clubs, Individual Members and Past Presidents	4 weeks prior to Conference	04 Apr 2015
14. Conference papers, info booklet & receipts for registrants sent out	Conference Planning Committee	Registrants	4 weeks prior to Conference	04 Apr 2015
15. Club membership returns and dues updated to 31 MARCH sent in.	Club Treasurers Individual Members	BPW NZ Treasurer	2 weeks prior to Conference	18 Apr 2015
16. Postal votes from non-attending clubs,	Clubs	BPW NZ	1 week prior to Conference	25 Apr 2015