

BPW NZ CONFERENCE DEADLINES

25th, 26th, 27th April Conference 2014 – Wellington

- 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 2013
2. Official call to Conference 2013 sent out	Exec Sec	Clubs	16 weeks prior to Conference.	2 Jan 2014
3. Minutes of previous Conference, and Conference Deadlines sent out.	Exec Sec	Clubs, Life members and Past Presidents	16 weeks prior to Conference.	2 Jan 2014
4. Conference registration forms & Officer nomination forms sent out	Exec Sec	Clubs	16 weeks prior to Conference.	2 Jan 2014
5. Remits circulated with instructions re proposing amendments	Exec Sec	Clubs	10 weeks prior to Conference	14 Feb 2014
6. Nominations for Officers & Convenors sent in	Clubs & Members	BPW NZ	10 weeks prior to Conference.	14 Feb 2014
7. MEMBERSHIP COMPETITION	Clubs & Members	BPW NZ	10 weeks prior to conference	14 Feb 2014
8. Written amendments to Minutes of Conference 2012 sent in	Clubs	BPW NZ	8 weeks prior to Conference.	28 Feb 2014
9. Applications for all Awards	Clubs	BPW NZ	8 weeks prior to Conference	28 Feb 2014
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	14 Mar 2014
11. Entries for Yearbook sent in	Clubs	Exec Sec	6 weeks prior to Conference	14 Mar 2014
12. Amendments to Constitutional Motions and General Remits circulated to all clubs.	IPP	Clubs	6 weeks prior to Conference.	14 Mar 2014
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	28 Mar 2014
14. Conference papers, info booklet & receipts for registrants sent out	Conference Planning Committee	Registrants	4 weeks prior to Conference	28 Mar 2014
15. Club membership returns and dues updated to 31 MARCH sent in.	Club Treasurers	BPW NZ Treasurer	2 weeks prior to Conference	11 Apr 2014
16. Postal votes from non-attending clubs, individual members and Past Presidents	Clubs, Individ. Members Past Pres.	BPW NZ	1 week prior to Conference	18 Apr 2014