

The Maimonides Dental Society

Timeline of Events

(revised 2006)

January to May

Program Committee

1. Select lecture dates. Make sure dates do not conflict with major holidays including Jewish holidays, Alpha Omega and local, state and national dental meetings. Best to begin this process one year in advance.
2. Program Chair for next year to confirm speakers and sponsors for next years program and to make any travel arrangements as needed. Ask speakers for their AV requirements. If speaker can bring their own laptop and projector then it will decrease the AV cost to our Society.
3. VP to sign contracts with hotel. Have bills mailed to the treasurer (should be referenced in contract). Make copies of contract available to Program Advisor.
4. VP to plan menu for each meeting. Have all buffets two sided.
5. Contract should include having a registration table with 3 chairs and wastebasket.
6. Soft drinks, juices and water should be made available at each meeting.
7. All day meetings should be set up with tables and chairs classroom style.

Nominating Committee (Feb-Mar)

1. Elect new Executive Committee member and approve officer slate for next year.
2. Propose Sonny Shulman award nominees.

May to June

Program Chair, Secretary and Treasurer

1. Secretary to contact Southern Maryland Dental Society and DC Dental Society for deadlines of their newsletters.
2. Secretary to contact Pinnacle printing for generating program/artwork. Standard letterhead should be used listing all Executive Committee members.
3. Secretary should print one large envelope and one small envelope for next years mailings. These envelopes will have next years treasurer as return address.
4. Secretary will transfer master mailing list to next years Secretary. This list should also be distributed to all Executive Committee members.
5. Treasurer must register signatures of incoming President and Treasurer for all bank accounts. This can be done in person or by mail.

June to October

1. Secretary to mail program to all members or prospective members in July, August and September.

2. CE chair to contact DCDS to have 50 CE slips generated for each meeting of the year, excluding the memorial lecture. Additional blank CE slips should always be available in case we run out of pre-printed slips.
3. Executive Committee will make phone calls to all members asking them to rejoin for next year. Each Committee member will be encouraged to bring in new members for the following year. How about a contest? Who can bring in the most number of new members?
4. The master list of members will be divided by the Secretary and given to each Executive Committee member. The Secretary will provide a monthly updated list of all members who have rejoined to the Executive Committee to avoid repeat calls to paid members.
5. Secretary mails out program announcement in July or beginning of August to all members. A letter to all members should also be sent out 2 weeks before each meeting stating the topic and speaker, the date and time of the meeting and rsvp for the meeting and dinner.
6. President presides over the meetings and runs the business of the Society. The Program Chair introduces the speaker.
7. New President should order the plaque for the past President to be presented at the last meeting of the current year or the first meeting of the following year.
8. Sonny Shulman award to be presented by the Nominating Committee Chair in September.

October to December

1. The Siegel Memorial / Goldblatt Memorial lecture is typically held the first Wednesday after Thanksgiving. The Maimonides Dental Society members should receive a discount for this meeting.

December to January

1. Nominating Committee meets to nominate officers and other members of the Executive Committee for the following year.
2. Nominating Committee meets to nominate Sonny Shulman memorial award recipient.