

Due Dates for Wolverine Articles

	Summer/Fall Issue	Winter Issue	Spring Issue	Annual Report	Summer/Fall Issue
Officer/Committee Chair	June 20	October 15	February 1	February 15	June 20
President	Regular column Award of the Rose President Awards Theme Goals, Logo	Regular Column Info State Convention International Guest Leadership Seminar Info	Regular Column International Convention Hype	Annual Report	Regular column Award of the Rose President Awards Leadership Seminar Info
First Vice President/ Program	Fall Workshop Titles Yearbook Award Info Fall Conference Program Review of Int. Conference	State Convention Session Titles, Presenters' Names, Session Descriptions, and State Convention Programs	Teacher of the Year Information Fall Conference Review or wrap-up	Annual Report	Fall Conference Sessions Yearbook Awards Program for Fall Conference
Second Vice President	Friend of Education/ Distinguished Service Award Articles	Friend of Education article as awarded to date	Friend of Education article as awarded to date	Annual Report	Friend of Education List, Distinguished Service Award Article.
Recording Secretary	Article about 'What a Recording Secretary Should Know'	Article on Taking of Minutes	Article 'How Long Should Chapter Minutes Be Kept?'	Annual Report	Article 'Secretary Tidbits'
Corresponding Secretary	Correspondence of Importance	PAC and President Roster Changes as needed	PAC & Roster Changes as needed	Annual Report	As needed
Parliamentarian	Report on Info from International Convention	Parliamentary Procedure Teaching Pointers	Parliamentary Procedure Teaching Pointers	Annual Report	Parliamentary Updates and teaching pointers
Treasurer	Inductees List, Article Dues are Due and new Rules?	Inductees List and Chapters who contribute funds	Inductees List and Chapters who contribute to funds New Dues Rules	Annual Report	Inductees Chapters who contribute to funds
Executive Secretary	Hotel Reservation Form & Floor Plan, Hype for Fall Conference, Conference Registration Form, Schedule, and Directions	Convention Hotel Reservation Form & Floor plan, Hype for Convention, Convention Registration Form, Schedule, Directions Corsage form	Column as needed International Conference Hype and Information	Annual Report	Hotel Reservation Form & Floor Plan, Hype for Fall Conference, Conference Registration Form, Schedule, and Directions
Wolverine Editor	Fall Conference Registration Info	State Convention Information	As Needed	Annual Report	Fall Conference Registration Info
Immediate Past President	Lifetime Service Awards Info	Importance of taking part in Presidents' Procession/ Convention	Follow-up on Presidents' Procession Lifetime Service Awards	Annual Report	List Honorees for Lifetime Service Award
Approve Minutes	Outline for Taking Minutes	How to Correct Minutes Article	As Needed	Annual Report	Meeting etiquette on approving chapter Minutes

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Chapter Visitations	Visitations for 2019-2020. 'Please Apply' Article	Update on visitations Picture & narrative of visits	Info on visits to date Apply thru June Photos & blurbs	Annual Report	Update on Visitations Pictures and Interesting Activities
Expansion/Membership	International Membership Project Recruiting Tactics	First Timers at Fall Conference (need names, chapter, and photos)	Picture & Names of 1 st timers	Annual Report	Convention First Timers with Names and Chapter
Finance	Budget Report, Fees, etc.	503C Progress	As Needed	Annual Report	Report on Budget
History	What should be stored	Write an Article from History 30 or 70 Years ago	Historical Stories of Interest from published articles. What Documents should chapters keep	Annual Report	An article of historical interest
Leadership Development	Leadership Tips, Info on Seminar and/or Training Sessions	Hype for Leadership Development, Training Opportunities	Leadership Training Info-International Convention	Annual Report	Leadership Opportunities
Necrology,	White Roses How chapters can recognize or honor members who have passed.	Need for President to represent chapter at Celebration of Life (Deadline Date) White Roses	Ceremony Suggestions White Roses	Annual Reports Celebration of Life Books	White Roses
Nominations	As Needed	Deadlines for applying for International officer and Committee Chairs	Article on Applying for International Committees and	Annual Report	Article on applying for State Officer positions and committees
Personnel	Post Vacancies	Post any Vacancies	Post any Vacancies	Annual Report	Post any Vacancies

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Legislation/US Forum	Legislative Update, Current Events, International News	US Forum Info and Concerns, Legislative Seminar	Legislative Update	Annual Report	Legislative Update, Current Events, International News
Music	Names and Chapter of those in Chorus /Music in your Chapter Article	Chorus Call for Convention How to obtain Music Chorus Members	Chorus Call and Form	Annual Report	Names and Chapter of those in Chorus/Music in your Chapter Article
Personal Growth and Services	Programs and Ideas for Chapters	Apply for State and Chapter Woman of Distinction Article with Date	Personal Growth and Services Programs and Ideas for Chapters	Annual Report	State Woman of Distinction Article, List Chapter Women of Distinction
Professional Affairs	Ice Breaker Article Request Presiders for Fall Conference	Ice Breaker Article, Request Presiders for Convention Thanks for Fall Presiders Apply for Dissertation Recognition	Ice Breaker Professional Affairs Program and Ideas for Chapters	Annual Report	Ice Breaker Article Request Presiders for Fall Conference Thanks for Convention Presiders
Women in the Arts	Publicity and forms for Women in the Arts weekend	Report on Annual Women in the Arts Weekend	Publicity Solicitation for Women in the Arts Weekend, and Ideas to Promote Arts in Chapters	Annual Report	Publicity and Forms for Women in the Arts Weekend
Communications	Communication Awards Chapter Newsletter Submission and Evaluation Article	Chapter Communication Ideas, Integrating Technology Create a Buzz	Technology Tips and Communication Strategies Create a Buzz	Annual Report	Communication Awards Newsletter Submission and Evaluation Article
Coordinating Councils	Coordinating Council News and Event Dates for Fall with photos	Coordinating Council News and happenings with photos	Coordinating Council News and happenings with photos	Annual Report	Coordinating Council News and Event Dates for Fall with photos
Funding Our Purposes	Project Info and/or Raffle Project Info	Update and State Convention Funding Info, Fall Workshop Report	State Convention Plans	Annual Report	Report on Raffle and Fall Workshop Plans

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Technology/Webmaster	Web Site Update List of Available Resources	Updates and Tips and Tricks, Using International Website	Helpful Tips, Tricks, and Hints for safe use of In- ternet	Annual Report	Article of Importance for Chapters & Members on In- ternet Security
Wilma Adams	Forms and Information for Application	Report of Projects Awarded	Selling Items	Annual Report	Who was Funded? What Projects
World Fellowship:	Auction Fund raising ideas Report on Con- vention	International World Fel- lowship Article and Reci- pients Info	Chapter and State Fund Raising Ideas For Convention	Annual Report	Auction Fund raising ideas Report on Convention
State Photographer	Pictures from State Con- vention and Region al Conferences	Pictures from Fall Con- ference and arrange for Women in the Arts cov- erage	Encourage picture sub- mission from Chapters. What makes a good pic- ture?	Annual Report	Pictures from State Convention
Presidents at Large Area A	Articles on Chapter Programs and Kudos for Members			Article on what you learned and how you participated in your role of representing Chapter Presidents and being a mem- ber of PAC	
Area B			Articles on Chapter Pro- grams and Kudos for Members		
Area C					Articles on Chapter Programs and Kudos for Members
Area D		Articles on Chapter Programs and Kudos for Members			
State Fine Arts Liaison	Submit pictures from Michigan women whose Art Works will be judged by the International Juried Committee and shown in the Art Gallery Submission Periods for Art Gallery: January 15 - February 15 August 15 - September 15			Annual Report	