

Checklist for Mother Advisor And Advisory Board		
Month	Item	Check
January	Elections - 1st meeting, by Supreme Law	
	Dues & Dues cards	
	Annual Reports due	
	Travel Permission Forms Completed	
Febuary		
March	Begin anticipating needs for Grand Assembly	
April	Obligatory Church Service	
May	Faith Letters	
	Grand Assembly Registration and Monies due	
June	Elections - 1st meeting, by Supreme Law	
	Complete Parental and Girls Grand Paperwork	
July	July 1 notices to Delinquent Members for Dues	
	July 8 - Founders Day	
	Grand Assembly!	
August	Aug. 1st, 2nd Notice to Delinquent Members for dues	
September	Notify Delinquent Memberw of suspension & inform them of how they can be reinstated	
	Sept. 15th - Proposed List of Advisory Board Members due to Grand Deputy	
October		
November		
December	MA should begin gathering info needed to complete Annual report due to Grand Deputy by Jan. 15th	
	Faith Letters	
	Organizational Meeting Held for incoming Advisory Board	
*Note: additions to meet your respective Assemblies. Ex: WAA for term plans, etc.		