

Stoa Administrative Calendar

January

- NITOC
 - Select next year's NITOC TD to shadow this year's TD at NITOC (*or earlier - Ideally this would happen ahead of time, so that the process would begin whenever the current TD begins working on the tournament*)
 - Current year NITOC budget submitted and approved (*Board set profit goal*)
- Stoa Academy launch website
 - Create communication-to-Stoa-members plan
- Finalize items for potential Wildcard, Resolution, Voting issues (*will present at Feb meeting*)
- Jan 15 – Close Board Nominations. *Potential candidates can then be sent the Board Candidature packet and get it returned to the Board prior to the in-person Board meeting.*

February

- In-person Board meeting - review of our Bylaws, handbook & other policies
 - Board candidate updates – review applications & discuss final candidate choices.
 - NITOC (future) locations presented.
 - NITOC (current) details discussed and finalized.
- Feb 15:
 - President submits member voting issues to Board
 - Speech Committee submits Wild Card choices to Board
 - Debate Committee submits choices of debate resolutions to Board
 - (*Resolution & Wild Card submissions from members can occur throughout the year*)

March

- Schedule Board meetings during NITOC & Stoa Academy
- March 15: Board Nominations Finalized
 - (*Board nominations from members can occur throughout the year*)
 - (*President will contact candidates after meeting and confirm they will appear on spring ballot*)
- March 15: Decide on dues for next season

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April

- NITOC
 - Open registration April 15.
 - Send first wave of invitations April 15.
- Send reminder to all April Tournament Directors about uploading Speechranks results no later than midnight, April 30th so that final NITOC invitations can be sent May 1.
- Stoa Academy
 - Arrange technical team (sound/recording/file sharing)
 - Provide Presenters with PowerPoint Template tied to Theme
- April 15-30: Annual Virtual Online Meeting: Voting Issues, Resolutions, Wildcards, and Board candidates submitted to membership for review and discussion.
 - Web forums need to be created on StoaUSA website (*good to prep these ahead of time – April 1 – will need board to review wording before opening to public*)

May

- May 1-15: Member voting period on items presented during Annual Meeting
 - *Results released to members after verification of vote. NITOC works well as time to reveal the results*
- NITOC
 - May 1 Send supplemental NITOC invitations and state invitations.
 - First Friday in May – close NITOC registration (send reminder email day before)
 - @NITOC - Announce resolutions, wildcards, results of voters, major and minor changes, and election
- Induction Meeting – new Board members begin sitting in board meetings to listen and learn

June

- Stoa Academy
 - Determine (following year) coordinator/director & general location
 - Finalize Stoa Academy details
 - Director follow up with presenters on presentations; request all power points and handouts submitted for proof-reading and packet preparation
- NITOC non-board admins removed from previous NITOC website.

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July

- Stoa Academy & Board & Committee Meetings
- Board approve new Committee members or changes before the new Stoa calendar year starts.

August

- Stoa Calendar year begins
- Open membership registration (Flowpad)
- New Board Meets in August or September **New committee members in place as well (new committee members can join throughout the year as needed)*
 - Review Stoa USA Board policies
 - Gather all signed documents from Board members
- Wildcard & debate resolution ideas – reminder to send for the NEXT year
- August 15: All event rule changes from members submitted to the Board
 - *(Suggestions from members can occur throughout the year)*

September

- New Board Meets in August or September **New committee members in place as well (new committee members can join throughout the year as needed)*
- September 1: Posting of event rules and documents for next competitive season.
- Budget review and approval.
- Founders Award reminder
- Finalize host site for Stoa Academy & dates from choices Stoa Academy director recommends. *State is already chosen – this is choosing the venue (specific conference center)*
 - Negotiate – Room Costs / Food Costs per person
- Identify potential NITOC (following year) host sites & contact *(if it is currently 9/15, this will be NITOC 2017)*

October

- Oct 1 – Financial statements from previous year due
- Stoa Academy
 - Give input on content to Stoa Academy Director
 - Give input on presenters to Stoa Academy Director
- Oct 30 – Finalize agendas for Speech and Debate Committees with the Board

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November

- Invite potential NITOC host site candidates (for following year) to February meeting to present
- Nov 1 – wildcard suggestions due, debate resolution solutions due
- Nov 1 – file Form 990
- Identify potential Board candidates & contact to see if interested.
- NITOC TD begins to attend Board meetings at beginning to provide updates. *Begin when relevant information needs to be presented; depending on planning, may happen sooner.*
- Stoa Academy – Director invites presenters
 - Director determine theme for Stoa Academy

December

- Discuss potential Board candidates
- Discuss potential Wildcard, Resolution, Voting issues (*will present at Feb meeting*)
- Stoa Academy Director:
 - Determine Night Out Event
 - Plan Team Building game night
 - Determine Schedule
 - Determine Registration Costs; create budget
 - Board give input; approval

This document is saved on the Samepage under Processes and under the Stoa Board of Directors Handbook.