

JANUARY

GET EXCITED ABOUT THE NEW YEAR

January is a good month to revisit your chapter's goals, participation levels, and officer line up. That way you can contact other chapter officers for advice during the annual meeting, and you will be prepared for the upcoming spring elections.

ADMINISTRATION

- o **Due to National:** Submit your text and pictures for next month's edition of the Local Chapter Newsletter.

PLANNING SUGGESTIONS

- o Revisit your goals for the year and find out where you are in achieving them. If you didn't set any, have a brainstorming session with your members and officers and decide what you want to accomplish.
- o Revisit your goals quarterly to make sure you're on track.

ACTIVITIES

- o Attend the AMS Annual Meeting!
- o Reach out to people on the AMS Community or connect with other chapter officers in the Local Chapters Facebook group before the annual meeting
- o If you can't make it to the annual meeting, consider hosting an event on the same theme as the annual meeting, attending a part of the meeting virtually, or hosting a Twitter or Facebook chat with those at the meeting.

NOTES

FEBRUARY

WORK ON THAT PLAN FOR WORLD DOMINATION

February is a good month to work on putting plans behind the lofty goals that you laid out in January. This is not to prevent the incoming president from pursuing their own agenda, but to assist them in carrying the chapter forward and reducing their burden.

ADMINISTRATION

- o Look for an email from your regional representative from the Local Chapter Affairs Committee.
- o Reach out to national if you need an introduction to your LCAC representative.

PLANNING SUGGESTIONS

Revisit the goals that you set in January or before and start setting concrete plans:

- o How are you going to accomplish your goals?
- o What resources (skills, time, money, event space, etc.) do you have to reach them?
- o What resources do you need to get and how will you get them?
- o What's your timeline?
- o Who will take responsibility for making sure tasks get done?

ACTIVITIES

- o Recap the annual meeting or select some online content (meeting recordings, weather podcast, etc.) for your chapter to discuss if you weren't able to attend. AMS also offers webinars to its members, which are [available on the website](#).
- o Check out the Local Chapter Newsletter and reach out to any chapter that's working on similar projects as you for advice. You can look at the online directory for contact information or work with AMS headquarters to help you connect with other chapters.
- o Update website or social media channels with pictures of your chapter at the annual meeting or notes on topics that inspired your members.

NOTES

MARCH

UPDATE YOUR RECORDS

March is a great time to review your records and update or collect anything that you need to. This will provide important information to new officers and help with communicating updates to National AMS.

PLANNING SUGGESTIONS

- o Document your chapter goals, plans, and strategies for achieving them. This will help with this year's or next year's Chapter of the Year nomination and make sure that your chapter stays on track throughout the year.
- o Make sure you're recruiting or have a timeline for recruiting officers for the upcoming elections

ACTIVITIES

- o Host a networking night - bring chapter members together to write a letter, email, or social media message to send to one of the contacts that you made at the annual meeting or would have liked to meet.
 - o Check chapter records and make sure everything is in order and up to date. This will help you get materials set for your Chapter of the Year submission and prepare for chapter elections.
 - o Make sure that you have a transition plan so that new officers get all the information they need - things like passwords for social media and websites, access to meeting minutes, written descriptions of chapter officer roles and responsibilities are all very useful.
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ADMINISTRATION

- o **Due to National:** Submit your text and pictures for next month's edition of the Local Chapter Newsletter.
- o Recruit people to become officers for this year or next year

APRIL

SUBMIT YOUR CHAPTER OF THE YEAR NOMINATION

April is a great time to continue implementing those plans that you made in February. Chapter of the Year nominations are usually due by May 1st, so make sure you're getting your materials ready to submit! [Visit the AMS website](#) for more information on Chapter of the Year nominations.

ADMINISTRATION

- o **Due to National:** Complete your Chapter of the Year materials. You can submit any time before May 1.
- o Package up chapter records, passwords, financial information, etc. to transfer to new officers as needed.

PLANNING SUGGESTIONS

- o April is National Volunteer Month in a lot of places, so consider how your chapter can take part. This is a great thing to add into your Chapter of the Year nomination. Serving the community, especially through science, is an important way that chapters contribute to the AMS mission.
- o Learning about volunteer needs in your area is also a great thing to report back to AMS headquarters. Are all the science communication and service needs being met in your community? Is there something more that AMS could be helping you or your community with?

ACTIVITIES

- o Check out the Local Chapter Newsletter and reach out to any chapter that's working on similar projects as you for advice. You can look at the online directory for contact information or work with AMS headquarters to help you connect with other chapters.
- o Volunteer for a project in your area.
- o Reach out to a local K-12 school to see if they need help with science fair judging or other events.
- o Collect information about local science needs in your area.

NOTES

MAY

HOLD ELECTIONS

Check out that springtime weather and decide what you're going to do with your chapter during the summer. Summer is often a difficult time to get people together between vacations, changes in school schedules, etc. Consider having a social get together or even a field trip so your chapter can have some fun.

PLANNING SUGGESTIONS

- o Think about what organizations locally or nationally you can connect with to host an event for your chapter. Many chapters work with their local National Weather Service office or other government office to arrange tours or learning days.
- o Summer can also be a good time to hold a fun outdoor fundraiser, like an obstacle course race, a weather walk, a happy hour, etc. Look at the Fundraising Suggestions document for inspiration from past chapter activities and ideas.

ADMINISTRATION

- o **Due May 1:** Submit your Chapter of the Year nomination!
- o Hold elections if you haven't already done so
- o **Due to National:** Report election results to AMS headquarters

ACTIVITIES

- o Report your local insights and science needs to AMS headquarters or communicate them to your regional representative on the Local Chapter Affairs Committee along with your election results.
- o Update your directory entry in the AMS Local Chapter Directory on the AMS website. Reach out to amschaps@ametsoc.org if you have any questions.
- o If you're dispersing for the summer, host a social event before you go. This could be a cloud observation day at a park, a sky photo challenge, a potluck, or just a casual get together.

NOTES

JUNE

UPDATE YOUR EVENT CALENDAR

Though it's usually focused more on vacations and less on work, the freer summer schedules are a great time to plan your event calendar out, do some volunteering, hold a social fundraiser or get in touch with potential speakers.

ADMINISTRATION

- o **Due to National:** Election results are due by June 1, so make sure you have reported them to AMS headquarters!
- o Set your meeting schedule for the next quarter and update your event calendar.

PLANNING SUGGESTIONS

- o Summer may be a quieter time for your chapter, so this is a great time to strategize for a fall membership drive or work on your other big goals.
- o This is also a good time to think about your poster design for the Poster Competition at the AMS Annual Meeting

ACTIVITIES

- o There are a lot of interesting summer weather phenomena across the country, so make a list of your chapter's interests and think about scheduling a Skype phone call with a chapter in a different geographic area in the fall. You could talk with other chapters about Wildfire Weather, Storm Chasing, Preparing for Hurricanes, etc.
- o Hold a fundraiser for your chapter or have a social get together
- o Update your events calendar so it's current and all your members know how to get to your next meeting
- o Update your social media

NOTES

JULY

DESIGN YOUR POSTER

It's okay to have a summer hiatus if your members are traveling and don't have the time to get together. Just make sure to schedule a time to reconvene before everyone scatters.

PLANNING SUGGESTIONS

- o As you design your poster, think about what activities you've been doing and what else you'd like to do in the next year. How are those goals you set in January turning out? What updates will you make?
- o This is also a good time to consider what partnerships would help you achieve your goals. You can work on building those connections in the next several months.

ADMINISTRATION

- o **Due to National:** Submit your text and pictures for next month's edition of the Local Chapter Newsletter.
- o Update your membership roster and contact information to make sure it's current.

ACTIVITIES

- o Start working on a poster to enter into the poster competition at the AMS Annual Meeting. The poster should be visually appealing, but also include information about your members and what you've accomplished as a chapter over the past year. For more information, read through the poster competition guidelines [here](#). You can also see a fuller list of poster submissions and winners on the local chapter awards page.
- o Update your social media and share your exciting poster plans!

NOTES

AUGUST

BUILD YOUR NETWORK

As people return from their summer vacations, August is a great time to reach out to make new connections. Think about contacting other clubs, chapters, or nonprofits in your area or even K-12 schools to help with science fair judging, swapping meeting content, or helping with membership drives.

ADMINISTRATION

- o Check in with your regional contact on the Local Chapter Affairs Committee and make sure you're up to date with everything. You can also contact the LCAC or AMS headquarters for ideas on outreach or membership recruitment.

PLANNING SUGGESTIONS

- o Plan an outreach strategy for other clubs, chapters, social groups in your area. The atmospheric and hydrologic sciences interact with a lot of other disciplines and are interesting to a wide variety of audiences. Think about how you can expand your reach and your connections.

ACTIVITIES

- o Check out the Local Chapter Newsletter and reach out to any chapter that's working on similar projects as you for advice. You can look at the online directory for contact information or work with AMS headquarters to help you connect with other chapters.
- o Complete your poster for the AMS Annual Meeting competition and get ready to submit it.
- o Connect with other groups in your area that might help you hold a membership drive or give a presentation about your local chapter and what AMS does.
- o Update your social media and share any new partnerships that you have or presentations you'll be doing at other group's meetings.

NOTES

SEPTEMBER

HOLD A MEMBERSHIP DRIVE

Recruiting new members is a great way to keep your chapter active and growing. There's no need to wait until this late in the year to do it, but spring and fall are both good times to build membership.

PLANNING SUGGESTIONS

- Make sure you have a good head count for how many chapter members will be attending the annual meeting.
- Reach out to local schools, policy makers, nonprofits, churches, or other groups that might want volunteers or would like to learn more about science. This will help with planning more activities and retaining members.

ADMINISTRATION

- **Due to National:** Submit a digital version of your poster for the Poster Competition at the AMS Annual Meeting
- **Due to National:** RSVP For the Local Chapter Officer's Breakfast at the AMS Annual Meeting

ACTIVITIES

- Use your updated event calendar, member roster, and inspiration from your poster to help you hold a fall membership drive. Membership can come from other similar groups, from online engagement, word of mouth, bring a friend dates, speed dating events, etc. For more ideas, check out the Membership Recruitment guide on the AMS website.
- Help your members to connect to a mentor through your local chapter or through the career resources on the AMS national website.

NOTES

OCTOBER

CHECK IN ON YOUR GOALS

Do the final quarter check on your chapter goals and objectives before you head into AMS Annual Meeting prep. If there's something missing then think about getting advice or networking around that issue at the Annual Meeting and start preparing your contact list.

ADMINISTRATION

- o **Due to National:** Submit your text and pictures for next month's edition of the Local Chapter Newsletter.
- o Update your event calendar with input from new members and more volunteer opportunities.

PLANNING SUGGESTIONS

- o Check in on your chapter goals and plans. Are you making good progress? If you're having trouble or need inspiration, consider reaching out to AMS headquarters or your regional representative on the LCAC.
- o Are all your meeting minutes and website entries up to date? Do you have correct contact information for all your old and new members?

ACTIVITIES

- o Hold a fall fundraiser or social event to keep members engaged.
- o Look for deadlines for Student Travel Grants for the AMS Annual Meeting

NOTES

NOVEMBER

PAT YOURSELVES ON THE BACK

Head into the holidays with a sense of satisfaction for all your hard work. This is also a good time to check out all the career advice, webinars, etc. on the AMS website and incorporate that into your meeting.

PLANNING SUGGESTIONS

- o Make sure your holiday plans are set and advertised and members know when and where they'll reconvene.
- o Think about prescheduling social media posts or emails to your members so that they think of your chapter fondly during the holidays.
- o And don't forget to have some fun!

ADMINISTRATION

- o Make sure you have your RSVPs in and you've gotten all your administration materials set for the AMS Annual Meeting and Local Chapter Officers Breakfast

ACTIVITIES

- o Check out the Local Chapter Newsletter and reach out to any chapter that's working on similar projects as you for advice. You can look at the online directory for contact information or work with AMS headquarters to help you connect with other chapters.
 - o Have a social event to celebrate everything that your chapter has accomplished this year.
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NOTES

DECEMBER

GET READY FOR THE ANNUAL MEETING

Enjoy some social time in the holiday months and get ready for the AMS Annual Meeting in January.

ADMINISTRATION

- Preview offerings at the AMS Annual Meeting
- Look for any last minute deadline extensions or schedule changes

PLANNING SUGGESTIONS

- Plan your networking strategies for the AMS Annual Meeting: whom do you want to connect with? Why?
- If you aren't attending the annual meeting, strategize how you can still engage on social media or get your chapter inspired by some of the topics at the meeting.
- Look at the full upcoming meetings list and help members decide if they want to attend or submit abstracts. That way you can ask for advice from annual meeting attendees.

ACTIVITIES

- Hold a pre-Annual Meeting event for all your members and find out what they're interested in at the Annual Meeting. That way those that are attending can bring back information for the whole chapter, or you can plan events around topics from the annual meeting for the next several months.
- Host a white elephant gift exchange for your chapter or go on a seasonal social outing.

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