USMMA Officer Election Calendar & Member Engagement Timeline

June - first week Leadership Opportunities Announced

• Officer roles, responsibilities, and expectations distributed to all members.
• Overview of leadership structure and upcoming election process shared.
• Members encouraged to consider leadership participation or nominate peers.

June - 2nd week l Call for Nominations

• Official call for officer nominations sent to membership
• Members may nominate themselves or fellow members.
• Informational session offered for anyone interested in serving.

July l Candidate Submissions

• Nomination deadline. July 30th, 2026
• Candidates submit short bios, vision statements, and qualifications. Candidates must answer AZ corporation questions for annual report.
• Election Committee confirms eligibility requirements (membership status, ownership, etc.).

July / August l Candidate Review - as applications are received

• Election Committee reviews submissions and confirms candidate qualifications.
• Optional candidate interviews conducted if needed.
• Final slate of candidates prepared.

August l Member Spotlight: Meet the Candidates

• Candidate bios and photos distributed to all members.
• Candidates share short statements about their goals for the club.
• Optional video introductions or written Q&A shared with members.

August l Member Engagement Month

• Virtual or in-person **"Meet the Candidates" forum**.
• Members may ask questions and learn more about leadership ideas and initiatives.
• Additional candidate information circulated.

September l Voting Opens

• Official election ballot distributed to all members.
• Voting open for a defined period to ensure participation.

October I Election Results & Officer Transition

- Voting closes on October 1, 2026.
- All votes will be verified by the Election Committee.
- Newly elected officers will be announced to the membership by October 15, 2026.
- Appreciation and recognition will be shared for all candidates and volunteers who participated in the election process.
- October I Officer Transition Meetings
- Each incoming officer will participate in a one-on-one transition meeting with the corresponding outgoing officer. During this meeting, the outgoing officer will provide an overview of the role and share a folder (such as Google Drive/Docs) containing key resources and reference materials related to the position.
- Transition topics should include:
- Daily responsibilities
- Emails and correspondence
- Social media management
- New member coordination and related tasks
- Monthly responsibilities
- Meeting minutes
- Reports and recurring administrative duties
- Annual responsibilities
- Annual meeting preparation
- Budget planning
- IRS filings and compliance requirements
- Current and ongoing projects
- Project overviews and status updates
- Outstanding tasks and next steps
- Systems and tools training
- Practice using relevant computer programs or applications

- Transfer of passwords and account access, as appropriate
- Follow-up support
- Additional training sessions scheduled as needed
- All new Board Members are expected to review the USMMA bylaws and read meeting minutes from the previous two years as part of their onboarding process.

November I Leadership Transition

• Joint board meeting with outgoing and incoming officers.
• Strategic planning session for the coming year.
• Preliminary budget and priority initiatives developed.

January 1st I New Leadership In Charge

• New board officially assumes roles. First board meeting is held.
• Welcome message to membership outlining goals and upcoming initiatives.
- Annual meeting notice given to members with date for meeting.
- Work begins on annual meeting presentation