



**APSE-MO MEMBERSHIP COMMUNICATIONS PLAN 2017**

<b>Month</b>	<b>Item</b>	<b>Responsible Party</b>
<b>January</b>	Save the Date for ProDay, RFP for summit	As designated on event plan
<b>February</b>	Member Spotlight	Membership Lead
<b>March</b>	Email to members thanking them for National Rehab Counselors Day	President
<b>April</b>	ProDay wrap up email	Professional Development Lead
<b>May</b>	Member Spotlight	Membership Lead
<b>June</b>	Call for nominations	Membership Lead
<b>July</b>	Mid-Year Update on APSE	President-Elect (with President Support)
<b>August</b>	Announcement of new board members Email re: board Members/ Training Committee Update/Summit Wrap up e-mail	President
	Disseminate info re: Take Your Leg. To Work event	Charles Nickolaus or designee
<b>September</b>	Email to members for DSP recognition Week	President
<b>October</b>	Message re: National Disability Employment Awareness Month	President
<b>November</b>	Member Spotlight	Membership Committee
<b>December</b>	Annual wrap up e-mail/update on APSE	President-Elect (with President Support)

**In addition, Save the dates and all information regarding training opportunities will be sent throughout the year as completed.**

Updated and approved 11.9.16