

## **COMMITTEE OF FELLOWS CALENDAR**

### **Spring Meeting**

1. Elect new Fellows and transmit documentation to the President of SEM for confirmation by the Executive Board.
2. Elect three new Fellows to serve on Committee of Fellows.
3. Elect a Chair, Vice-Chair and Permanent Secretary for the Committee of Fellows for the coming year (to take office at the close of Spring Meeting).

### **Prior to 1 September**

Chairman of the Committee and Permanent Secretary will cause notice of election to be given and announce deadline of 1 December for receipt of nominations.

### **1 December**

Nomination packages are to be in the hand of the Permanent Secretary and the Chairman who will determine if any additional information is required and will obtain same.

### **1 February**

Send nomination packets to members of Committee of Fellows