**President’s Timeline**

| **Date** | **To Do** | **Done** |
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| ***WHILE YOU ARE PRESIDENT-ELECT*** | | |
| January at Midyear Meeting prior to assuming office  (you are president-elect at this time) | Select midyear program chair for meeting 2 years from now  Select New Scholar Workshop chair for 2 years out  Select JIS Research Workshop chair for 2 years out |  |
| January prior to assuming office | Put together committees and regional liaisons that will serve during your tenure; seek acceptances via email  Work with Executive Committee (past president, president elect (you), and current president) to determine who your officers will be. This is mostly your choice, with the other two presidents serving as your sounding board on your choices. |  |
| February prior to assuming office | Attend AAA Executive Council meeting as an observer |  |
| May prior to assuming office | Work with the current year president to determine who will receive Section awards. |  |
| May 15 prior to assuming office | Communicate Section awards via email to the AAA president (who will email you asking for the information) |  |
| July prior to assuming office | Set up AAA meeting with your incoming officers and committee chairs  Ensure that the Midyear Meeting Chair sets up a meeting of the program committee during AAA  Ensure that your Treasurer and IS Section Annual Meeting Liaison are attending the appropriate sessions at AAA for them  Ensure that your incoming treasurer and the outgoing treasurer are working together on next year’s budget. Generally you start with the ending numbers for the prior year and make any adjustments the outgoing treasurer recommends. The actual numbers for the prior year will not be available until around 10/15. You can adjust your budget at that time based on actual numbers if you wish. |  |
| August at the annual meeting you assume office | You do not preside at the Section business meeting—this is done by the current year president. However, you will make a short (usually 5-10 minute) speech at the end of the business meeting telling the membership what you plan to accomplish this year. You also present the current year president with his/her service award.  You are responsible for picking up the awards from AAA staff and bringing them to the business meeting. Do not forget to do this!  Meet with the Midyear Meeting Planning Committee to discuss plans for midyear meeting |  |
| ***YOU ASSUME OFFICE HERE*** | | |
| Annual Meeting | Executive Committee Meeting – You lead this meeting and meet with your officers and committee chairs to set the agenda for the upcoming year. Make sure the Treasurer is ready to submit the budget to AAA (due 8/15). |  |
| August 15 | Treasurer submits Section budget to Roland LaTulip at AAA |  |
| August 25 | Blast email to membership containing:   * Reminder of 9/15 deadline for midyear paper submissions * Welcome back to new semester * Newsletter solicitations |  |
| Beginning of September | Prepare and issue committee and liaison charges and email. Generic charges are available in the bylaws but you will adapt these as you wish depending on what you wish to emphasize during your tenure. Don’t forget to include R&P and Education Committee charges to select Best Paper awards for midyear meeting |  |
| During the Fall | Advise Midyear Meeting Chair as necessary. |  |
| End of September | Blast email reminding membership of impending deadlines for paper submissions to midyear meeting |  |
| October 15 | Write president’s letter for inclusion in Fall newsletter |  |
| November 1 | Have Fall newsletter posted on website—send announcement to AAA for blast email; remind them of registration for midyear meeting deadline |  |
| Mid December | Set agenda for Midyear Meeting business meeting and publicize; contact everyone who will participate and let them know what’s expected.  Set agenda for Executive Council meeting; contact all officers and committee meeting chairs and let them know what’s expected. |  |
| January | Preside at Midyear meeting business meeting and Executive Council meeting |  |
| January 1 | Issue Call for Notable Contribution to the Literature award—send to AAA for posting at AAA website; have IS Section link to that site  Issue Call for Outstanding Dissertation award—send to AAA for posting at AAA website; have IS Section link to that site |  |
| February | Attend AAA Executive Council Meeting as participant (President-Elect will attend with you as an observer) |  |
| March 1 | Have ballot set up for voting on new slate. Must give opening and closing date to Kathy Casper and tell her past president will receive results. Must get bios from officers to Kathy for posting on the ballot. |  |
| March 31 | Deadline for Notable Contribution to the Literature nominations |  |
| May 1 | Notable Contribution Committee to send you their selection  Outstanding Dissertation committee to send you their selection |  |
| July 15 | Send out agenda for Annual Business Meeting to speakers |  |
| Annual Meeting | Lead Annual Business Meeting |  |
| ***WHILE YOU ARE PAST-PRESIDENT*** | | |
| Jan. 12th | Email soliciting nominations for officers. |  |
| Jan. 12- Feb. 28th | Nominations open |  |
| March 31 | Slate published and voting starts |  |
| May 31st | Voting closes |  |
| June | Slate announced when AAA sends the tabulated results to the Past-President |  |