

Section Timeline for September 2018 – August 2019

Month	Task	Month	Task	Month	Task	Month	Task
2018 Sept	Admin Call with Segment Coordinator President's letter due Member dues reminder email Newsletter – Winter - Call for Items	2018 Oct	Admin Member dues reminder email Q1 Financials sent	2018 Nov	Admin Segment Leader Webinar Newsletter – Winter - Complete, posted & emailed Call for Officer Nominations	2018 Dec	Admin Q2 Financials sent
	2019 Midyear Meeting Registration Opens (AIS, AUD, FARS, IAS, MAS, SET) Call for Submissions (FAS, GNP, PI) Key Performance Indicators (KPI's) and Plenary slides sent to Leadership (ABO, DIV)		2019 Midyear Meeting Program should be final (AIS, AUD, FARS, IAS, MAS, SET) Registration Opens & Program should be final (APLG, ATA)		2019 Midyear Meeting Registration Opens & Program should be final (FAS, GNP, PI)		2019 Midyear Meeting KPI's and Plenary slides sent to Leadership (AIS, AUD, FARS, IAS, MAS, SET)
Month	Task	Month	Task	Month	Task	Month	Task
2019 Jan	Admin No items due for January	2019 Feb	Admin Newsletter -Spring- Call for items Call for Volunteers for Leadership and Committee positions	2019 Mar	Admin Prepare & post officer slate Call for Volunteers for Leadership/Committee positions	2019 Apr	Admin Segment Leader Webinar Q3 Financials sent Officer Election Opens Newsletter Spring- Complete, posted & emailed Newsletter Call for Summer items 2019-2020 Incoming President begins work on filling Leadership/Committee positions.
	Annual Meeting Award Call for Nominations Call for Volunteers		Annual Meeting Award Call for Nominations Call for Volunteers		Annual Meeting Award Call for Nominations Call for Volunteers		
	2019 Midyear Meeting KPI's and Plenary slides sent to Leadership (APLG & ATA)		2019 Midyear Meeting KPI's and Plenary slides sent to Leadership (FAS, GNP, PI) Registration Opens (AUD Boot)				2019 Midyear Meeting Call for Submissions (ABO, DIV, MAS Conf)
	2020 Midyear Meeting Conference Call-incoming President on call – (ABO, DIV, MAS Conf)		2020 Midyear Meeting Conference Call-incoming President on call – (TLC)				2020 Midyear Meeting Conference Call -incoming President on call (AIS, AUD, FARS, IAS, MAS, SET) Call for Submissions (ABO, DIV, MAS Conf)
Month	Task	Month	Task	Month	Task	Month	Task
2019 May	Admin Officer Election closes, and results sent to members Directory spreadsheet sent to incoming 2019-2020 President	2019 June	Admin Directory spreadsheet due to HQ	2019 July	Admin Q4 Financials sent Newsletter – complete, posted & emailed – Early July	2019 Aug	Admin
	Annual Meeting Speaker info due to HQ Emails to Section members - AM events		Annual Meeting Section event logistics due to HQ Emails to Section members - AM events		Annual Meeting Emails to Section members - AM events		
	2019 Midyear Meeting Call for Submissions (TLC)		2019 Midyear Meeting Registration Opens & Program should be final (ABO, DIV ,MAS Conf,)		2019 Midyear Meeting Registration Opens & Program should be final (TLC)		
	2020 Midyear Meeting Conference Call-incoming President on call (APLG, ATA)		2020 Midyear Meeting Conference Call-incoming President on call (FAS, GNP, PI)		2020 Midyear Meeting Call for Submissions Opens (AIS, AUD, FARS, IAS, MAS, SET)		2020 Midyear Meeting Call for Submissions Opens – (APLG, ATA)