

2024-2025 ANNUAL SEGMENT LEADER TIMEINE

(These items do not include midyear meetings)

AUGUST

- **President Letters and picture** sent to Shauna to post on Section website and send in Section emails
- **Fall Midyear Meetings** - begin thinking about and discussing next year's Section dues, journal submission fees and journal print copy pricing so those figures can be finalized at your midyear leadership meetings. Decisions due March 1st annually.

SEPTEMBER

- **Annual Meeting** – Section President and AM Chair/Coordinator begin planning.
- **Segment Volunteer Membership** – during this month and next, Shauna will begin verifying membership status of all Segment volunteers and reaching out to anyone that needs to renew or rejoin the AAA and/or the Section.

OCTOBER

- **Call for Nominations (CFN) for Section Elections** CFN will begin being sent out in October/November Section emails.
- **President-Elects/Chair-Elects** - Begin thinking about member volunteer outreach initiatives for positions that will be open in the next member year. You will be responsible for populating this information. Midyear Meetings are a good resource for these conversations.

NOVEMBER

- **Q1 Section Financial Reports** sent out – please compile all of your Sections questions into 1 email and send to Shauna.
- **Annual Meeting** – Sections to promote submissions and volunteers in emails. Please send Shauna any content that you would like to send to your members to promote your Section.
- **Annual Meeting Section Awards** – Calls for Nominations sent out in Section emails until deadline.
- **Winter and Spring Midyear Meetings** - begin thinking about and discussing next year's Section dues, journal submission fees and journal print copy pricing so those figures can be finalized at your midyear leadership meetings. Decisions due March 1st annually.

DECEMBER

- **Annual Meeting** – **Deadline approaching: Monday, January 6, 2025** – Section sponsored panels & workshops **MUST** be submitted **through the submissions process** before this date to be in the meeting program & be considered when determining session allocations.
- **Check your January Action Items** before leaving campus for holiday break. Wishing you a very happy holiday season!

JANUARY

- **January 6th** – **Section Annual Meeting Panels Deadline**
- **January 6th** – **Section Annual Meeting Workshops Deadline**
 - Section sponsored panels & workshops **MUST** be submitted **through the submissions process** before this date to be in the meeting program & be considered when determining session allocations.
- **January 13th**– Section Election Call for Nominations close (Round 1 and Round 2)
- **Q2 Section Financial Reports** sent out – please compile all of your Sections questions into 1 email and send to Shauna

FEBRUARY

- **February 3rd** – Round 1 Section Elections – **Candidate Information Due**
 - Round 1 Section - AUD, FA, GNP, MAS, TLC, TYC
- **February 21st** – Round 1 candidate(s) posted to Section websites for 30 days
- **February 27th** – Round 2 Section Elections – **Candidate Information Due**
 - Round 2 Segments – AAH, ABO, AIS, ATA, DIV, FARS, GIWB, IAS, Leadership, PI, SET
- **Annual Meeting** – Workshop decisions released

MARCH

- **March 1, annually** – Section dues, journal submission fees and journal print pricing, due to Shauna
- **Annual Meeting Section Awards** – nominations deadline to Sections is March 1st, annually.
- **March 21st** – Round 2 candidates posted to Segment websites for 30 days
- **March 24th** – Round 1 voting opens
- **Annual Meeting** – Session allocations released to Presidents/Chairs – begin submission decisions and building.

APRIL

- **Q3 Section Financial Reports** sent out – please compile all of your Sections questions into 1 email and send to Shauna.
- **April 1, annually** - **AAA Annual Meeting** – Section event **speaker information due**
- **April 15th** – **Annual Meeting Section Awards recipients** information due to Shauna
- **April 21st** – Round 2 voting opens.
- **April 22nd** – Round 1 voting closes.
- **Annual Meeting** – submission notices, moderator and discussant assignments released

MAY

- **May 20th** – Round 2 voting closes
- **Annual Meeting – Submitting paper authors and panel organizer** must confirm their presentation and update their submission information to be included on the meeting program. Panels are finalized.
- **Annual Meeting – Section event speaker** information due to be included in the meeting program.

JUNE

- **Section Directory** - Work on populating remaining open positions for the Section Directory that is **due July 15th**.
- **Review all financials from previous year and submit questions now for Section reporting at the Annual Meeting.** AAA will *not be able to respond* to extremely detailed requests in July due to Fiscal year end, the annual audit and the Annual Meeting.

JULY

- **July 15, annually** – Section Directory due to Shauna
- **Q4 Section Financial Reports** sent out – please compile all of your Sections questions into 1 email and send to Shauna