

ANNUAL SEGMENT LEADER TIMEINE ACTION ITEMS *(These items do not include midyear meeting timelines)*

AUGUST

- **President Letters and picture** sent to Shauna to post on Section website and send in Section emails
- **August 15, annually** – Section Directory due to Shauna
- **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, 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. Segment Leaders will receive status updates.

OCTOBER

- **Call for Nominations (CFN) for Section Elections** – open positions sent to Leaders for review and approval – CFN will begin being sent out in October Section emails.
- **Annual Meeting Section Awards** – draft Call for Nominations sent to President, President-Elect and Award Chair (if known) to review and approval.

NOVEMBER

- **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** – Program Center opens to Section Chairs/Coordinators.
- **Reminder: TBD** – Section sponsored **panels and workshops** MUST be submitted *before this date* to be included in the meeting program.
- **Check your January Action Items** before leaving campus for holiday break. Wishing you a very happy holiday season!

JANUARY

- Section Annual Meeting Panels Deadline
- Section Annual Meeting Workshops Deadline
- Section Election Call for Nominations close (Round 1 and Round 2 Sections)

FEBRUARY

- **February 2nd**– Round 1 Segment Elections – **Candidate Information Due**
 - Round 1 Segments - AUD, FA, GNP, MAS, TLC, TYC
- **February 20th** – Round 1 candidates posted to Segment websites for 30 days
- **February 26th** – Round 2 Segment Elections – **Candidate Information Due**
 - Round 2 Segments – AAH, ABO, AIS, ATA, DIV, FARS, GIWB, IAS, Leadership, PIES, SET

MARCH

- **March 1, annually** – Section dues, journal submission fees and journal print pricing, due to Shauna
- **Annual Meeting Section Awards – nominations deadline March 1st**, annually.
- **March 20th** – Round 2 candidates posted to Segment websites for 30 days
- **March 23rd** – Round 1 voting opens
- **Annual Meeting** – Session allocations release – begin submission decisions and building.
- **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.

APRIL

- **April 15th – Annual Meeting Section Awards recipients** information due to Shauna
- **April 20th** – Round 2 voting opens.
- **April 21st** – Round 1 voting closes.
- **Annual Meeting** – submission notices, moderator and discussant assignments released

MAY

- **May 15th, annually - AAA Annual Meeting Section events information due** – business meetings, workshops, av logistics.
- **May 19th** – 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.

JUNE

- **Section Directory** - Work on populating remaining open positions for the Section Directory that is **due August 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

- **Q4 Section Financial Reports** sent out – please compile all of your Sections questions into 1 email and send to Shauna