Officer's Annual Task Timeline

Listed By Officer

Date	Officer	Item	Deadline
Jan.	Chair	Appoint Nominating Committee	January 15
Jan./Feb.	Chair	Room and meeting arrangements for	
		Spring ACS National Meeting.	
Jan./Feb.	Chair	Arrange for recognition of Past Chair.	
Feb.	Chair	Review Divisional Annual Report	March 15
Feb./Mar.	Chair	Develop and distribute agenda for	
		Executive Committee.	
Mar./Apr.	Chair	Spring ACS Meeting: 1) Chair	
		Executive Comm. Meeting; 2) Attend	
		Divisional Officers Caucus and/or	
		Dinner	
May/Jun.	Chair	Room and meeting arrangements for	
		Fall ACS National Meeting.	
Jun./Jul.	Chair	Develop and distribute agenda for	
		Executive Committee.	
Aug./Sep.	Chair	Fall ACS Meeting: 1) Chair Executive	
		Comm. Meeting; 2) Attend Divisional	
		Officers Caucus and/or Dinner	

Date	Officer	Item	Deadline
Jan.	Chair-Elect	Attend Divisional Officers Training	Mid-December of the
		Conference — Clearwater FL	previous year.
Mar/Apr.	Chair-Elect	Spring ACS Meeting: Attend Executive	
		Comm. Meeting	
Aug./Sep.	Chair-Electr	Fall ACS Meeting: Attend Executive	
		Comm. Meeting	
Sep./Oct.	Chair-Elect	Develop goals and objectives for	
		upcoming year.	

Date	е	Officer	<i>Item</i>	Deadline
Jan.	/Feb.	Past Chair	Assist Secretary in preparing Divisional Annual Report	
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Date	Officer	Item	Deadline
Jan.	Secretary	Attend Divisional Officers Training	Mid-December of the
		Conference — Clearwater FL (1)	previous year
Feb.	Secretary	Submit agenda items to Chair for Executive Committee Meeting at	
		Spring ACS	
Feb.	Secretary	Prepare draft of Divisional Report, submit to Past Chair and Chair	

Feb.	Secretary	Verify attendance of Councilors at Spring National ACS Meeting.	
Mar.	Secretary	Credential Alternate Councilors if needed.	
Mar.	Secretary	Submit approved Annual Divisional Report to ACS.	March 15
Mar./Apr.	Secretary	Spring ACS Meeting: 1) Attend and record minutes of Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Apr.	Secretary	Distribute minutes for comment, correct, and redistribute. Archive.	
Apr.	Secretary	Collect biographical information from nominated candidates for election.	
May	Secretary	Prepare and send out ballots for election.	June 1
Jun.	Secretary	Submit agenda items to Chair for Executive Committee Meeting at Fall ACS	
Jun.	Secretary	Verify attendance of Councilors at Fall National ACS Meeting.	
Jul.	Secretary	Tally returned ballots and inform Chair of election results.	
Jul.	Secretary	Credential Alternate Councilors if needed.	
Aug./Sep.	Secretary	Fall ACS Meeting: 1) Attend and record minutes of Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Sep.	Secretary	Distribute minutes for comment, correct, and redistribute. Archive.	
Oct.	Secretary	Inform and Certify new officers to ACS.	October 15

Date	Officer	Item	Deadline
Jan.	Treasurer	Attend Divisional Officers Training	Mid-December of the
		Conference — Clearwater FL (1)	previous year
Jan.	Treasurer	Issue IRS 1099-MISC forms to persons	January 31
		receiving more than \$600 from the	
		Division in the previous year.	
Feb.	Treasurer	Submit agenda items to Chair for	
		Executive Committee Meeting at	
		Spring ACS	
Feb.	Treasurer	Prepare draft of Divisional Financial	
		Report, submit to Past Chair and Chair	
Mar.	Treasurer	Submit approved Divisional Financial	March 15
		Report to ACS.	
Mar./Apr.	Treasurer	Spring ACS Meeting: 1) Attend and	
		present Financial Report to Executive	
		Comm. Meeting; 2) Attend Divisional	
	-	Officers Caucus and/or Dinner	N4 45
Apr.	Treasurer	Prepare IRS forms and submit.	May 15
Jun.	Treasurer	Submit agenda items to Chair for	
		Executive Committee Meeting at Fall	
		ACS	
Aug./Sep.	Treasurer	Fall ACS Meeting: 1) Attend and	
		present Financial Report to Executive	
		Comm. Meeting; 2) Attend Divisional	
		Officers Caucus and/or Dinner	

Date	Officer	Item	Deadline
Feb.	Councilor (2)	Review Council Agenda Book on issues for upcoming Meeting.	
Feb.	Councilor	Submit agenda items to Chair for Executive Committee Meeting at Spring ACS	
Mar./Apr.	Councilor	Spring ACS Meeting: 1) Attend and present Councilor's Report to Executive Comm. Meeting; 2) Attend ACS Council.	
Jun.	Councilor	Submit agenda items to Chair for Executive Committee Meeting at Fall ACS	
Jul	Councilor	Review Council Agenda Book onissues for upcoming Meeting.	
Aug./Sep.	Councilor	Fall ACS Meeting: 1) Attend and present Councilor's Report to Executive Comm. Meeting; 2) Attend ACS Council.	

Listed By Month

Jan. Chair Appoint Nominating Committee January 15 Jan. Chair-Elect Attend Divisional Officers Training Conference—Clearwater FL Mid-December of the previous year. Jan. Secretary Attend Divisional Officers Training Conference—Clearwater FL (1) Mid-December of the previous year Jan. Treasurer Attend Divisional Officers Training Conference—Clearwater FL (1) Mid-December of the previous year Jan. Treasurer Issue IRS 1099-MISC forms to persons receiving more than \$600 from the Division in the previous year. Jan./Feb. Chair Room and meeting arrangements for Spring ACS National Meeting. Jan./Feb. Chair Arrange for recognition of Past Chair. Jan./Feb. Past Chair Assist Secretary in preparing Divisional Annual Report March 15 Feb. Chair Review Divisional Annual Report March 15 Feb. Secretary Prepare draft of Divisional Report, submit to Past Chair and Chair for Executive Committee Meeting at Spring ACS Feb. Treasurer Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Councilor (2) Review Council Agenda Book on issues for upcoming Meeting, at Spring ACS	Date	Officer	Item	Deadline
Secretary Attend Divisional Officers Training Conference — Clearwater FL (1) Previous year	Jan.	Chair	Appoint Nominating Committee	January 15
Jan. Secretary	Jan.	Chair-Elect		Mid-December of the
Conference — Clearwater FL (1)			Conference — Clearwater FL	previous year.
Jan. Treasurer	Jan.	Secretary	Attend Divisional Officers Training	Mid-December of the
Jan. Treasurer Issue IRS 1099-MISC forms to persons receiving more than \$600 from the Division in the previous year. Jan./Feb. Chair Room and meeting arrangements for Spring ACS National Meeting. Jan./Feb. Past Chair Arrange for recognition of Past Chair. Jan./Feb. Past Chair Review Divisional Annual Report Annual Report Feb. Secretary Review Divisional Annual Report Feb. Secretary Prepare draft of Divisional Report, submit to Past Chair and Chair Spring ACS Feb. Secretary Prepare draft of Divisional Report, submit to Past Chair and Chair Feb. Treasurer Submit agenda items to Chair for Executive Committee Meeting at Spring National ACS Meeting. Feb. Treasurer Submit agenda items to Chair for Executive Committee Meeting at Spring National ACS Meeting. Feb. Treasurer Prepare draft of Divisional Financial Report, submit to Past Chair and Chair Feb. Councilor (2) Review Council Agenda Book on issues for upcoming Meeting. Feb. Councilor Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Councilor Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Councilor Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Councilor Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Councilor Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Councilor Submit agenda items to Chair for Executive Committee Meeting at Spring ACS Feb. Chair Develop and distribute agenda for Executive Committee. Mar. Secretary Credential Alternate Councilors if needed. Mar. Secretary Submit approved Annual Divisional March 15 Report to ACS.			Conference — Clearwater FL (1)	previous year
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· ·	Mar.	Treasurer	•	March 15
			Report to ACS.	

Date	Officer	Item	Deadline
Mar./Apr.	Chair	Spring ACS Meeting: 1) Chair Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Mar/Apr.	Chair-Elect	Spring ACS Meeting: Attend Executive Comm. Meeting	
Mar./Apr.	Secretary	Spring ACS Meeting: 1) Attend and record minutes of Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Mar./Apr.	Treasurer	Spring ACS Meeting: 1) Attend and present Financial Report to Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Mar./Apr.	Councilor	Spring ACS Meeting: 1) Attend and present Councilor's Report to Executive Comm. Meeting; 2) Attend ACS Council.	
Apr.	Secretary	Distribute minutes for comment, correct, and redistribute. Archive.	
Apr.	Secretary	Collect biographical information from nominated candidates for election.	
Apr.	Treasurer	Prepare IRS forms and submit.	May 15
May	Secretary	Prepare and send out ballots for election.	June 1
May/Jun.	Chair	Room and meeting arrangements for Fall ACS National Meeting.	
Jun.	Secretary	Submit agenda items to Chair for Executive Committee Meeting at Fall ACS	
Jun.	Secretary	Verify attendance of Councilors at Fall National ACS Meeting.	
Jun.	Treasurer	Submit agenda items to Chair for Executive Committee Meeting at Fall ACS	
Jun.	Councilor	Submit agenda items to Chair for Executive Committee Meeting at Fall ACS	
Jun./Jul.	Chair	Develop and distribute agenda for Executive Committee.	
Jul.	Secretary	Tally returned ballots and inform Chair of election results.	
Jul.	Secretary	Credential Alternate Councilors if needed.	
Jul	Councilor	Review Council Agenda Book on issues for upcoming Meeting.	

Date	Officer	Item	Deadline
Aug./Sep.	Chair	Fall ACS Meeting: 1) Chair Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Aug./Sep.	Chair-Electr	Fall ACS Meeting: Attend Executive Comm. Meeting	
Aug./Sep.	Secretary	Fall ACS Meeting: 1) Attend and record minutes of Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Aug./Sep.	Treasurer	Fall ACS Meeting: 1) Attend and present Financial Report to Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner	
Aug./Sep.	Councilor	Fall ACS Meeting: 1) Attend and present Councilor's Report to Executive Comm. Meeting; 2) Attend ACS Council.	
Sep.	Secretary	Distribute minutes for comment, correct, and redistribute. Archive.	
Sep./Oct.	Chair-Elect	Develop goals and objectives for upcoming year.	
Oct.	Secretary	Inform and Certify new officers to ACS.	October 15

Notes

- (1) Secretaries attend on even numbered years and Treasurers on odd numbered years.
- (2) Role filled by Alternate Councilor if Councilor is not able to attend Meeting.