

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE**

TIMELINES

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President Timeline

Ongoing

Attend all Fall Conference and Spring Conference meetings
Use social media to promote ASASPERD events and initiatives. Tag relevant individuals and groups.
Refer to Spring and Fall Conference Timelines
Submit nominations for ASASPERD awards and officers.

January

Send agenda to Executive Director 20 days prior to January Board meeting.

Fall Conference Planning Committee meets (Refer to Fall Conference Timeline).

Spring Conference Planning Committee meets (Refer to Spring Conference Timeline).

Submit Board report for BoD meeting

Preside at BoD meeting.

Notify Committee chairs to send operating codes to their committee members

February

Refer to Fall Conference Timeline / Spring Conference Timeline.

Send letters to superintendents and principals about Spring Conference (email via State Department of Education)

Finalize Spring Conference program.

Appoint committee to select the Bernice Finger Award recipients.

March

Refer to Spring Conference Timeline.

Send congratulatory letter to Bernice Finger Award recipients.

Refer to Fall Conference Timeline.

Send Presidents message for the ASASPERD Journal to the Executive Director

April

Present Finger Awards at Spring Conference.

Send agenda to Executive Director 20 days prior to May Board meeting.

May

Preside during Board of Directors Meeting

Select Southern States Leadership Conference participants.

Coordinate logistics for those attending Southern District Leadership Conference (confirm attendees, lodging arrangements travel etc.).

Work with the Executive Director to secure the speaker for the Mabel C. Robinson Memorial Lecture (first general session of fall conference).

June/July

Attend Southern States Leadership Conference

Send official letter of congratulations to all award recipients including the following information: date and time of the awards presentation, request picture via email to the President by October 1.

August

Send President's Message for Journal (see Publications Policies & Procedures)

Send agenda to Executive Director 20 days prior to September Board meeting.

September

Submit report for Board meeting.

Preside at BoD meeting.

At Board meeting, approve slate of officers.

Work with Executive Director to select Fall Conference registration gift item (binder, folder etc.)

Send letter to superintendents and principals encouraging professional leave for teachers and coaches to attend the Fall Conference (via State Dept. of Education)

Work with the Executive Director to organize arrangements for general session. (Include guests, order of events, etc.)

October

Finance committee meets to prepare budgets.

Send agenda to Executive Director 20 days prior to November Board meeting.

Send Presidents messages for the ASHPERD Journal and Fall Conference Program to the Executive Director

November

Notify Board members to prepare annual reports.

Submit report for Board meeting.

Preside at BoD meeting.

Send congratulatory letter including board meeting dates to all newly elected officers. (coordinate with past president)

December

Send thank you notes to Vice Presidents, Convention Co-Managers, Exhibits Chair, etc.

Notify Fall and Spring Conferences Planning Committee of Winter meeting.

President-Elect Timeline

Ongoing

Attend all Fall Conference and Spring Conference meetings
Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.
Refer to Spring and Fall Conference Timelines
Submit nominations for ASAPERD awards and officers.

January/February/March

Submit Board report and attend BoD meeting.

April/May

Attend Spring Conference

Submit Board report and attend BoD meeting.

June/July/August

Attend SAM Leadership Development Conference

Attend Southern States Leadership Conference

September

Select “theme” for upcoming year. Work with Executive Director to create logo.

Make committee appointments as described in each committee operating code.

Select persons for Board positions that the President appoints.

Coordinate with the District Representative the logistics for the Silent Auction at the Fall Conference.

Submit Board report and attend BoD meeting.

October

Finalize committee members; send letters and ask them to serve and collect contact information

Send Executive Director materials for handbook (names and email addresses of committee members).

Send budget request to Executive Director.

November/December

Email the newly elected officers to invite them to December Board meeting.

Submit report and attend Board meeting

Get Board approval for the President’s appointments for new board members and committees.

Prepare outline of goals for upcoming year (To be presented to the Board during your first official board meeting).

Past President Timeline

Ongoing

Attend all Fall Conference and Spring Conference meetings
Use social media account to ASAPERD events and initiatives. Tag relevant individuals and groups.
Submit nominations for ASAPERD awards and officers.

January

Submit Board report and attend BoD meeting.

April

Assist FPC Advisor with student elections at Spring Conference.
Conduct the Executive Director Evaluation and prepare results for presentation at May Board meeting.

May

Prepare report and attend Board Meeting.

June

Secure nominations for all officers from nominating committee and other sources.

July

Get consent forms signed by nominees.

Nominating Committee ranks candidates.

Secure nominations for all officers. Contact nominated individuals and discuss the nomination. Send copies of operating codes, timelines, conflict of interest policy/form, and meeting attendance policy/form.

Prepare slate of officers to present at September Board Meeting.

August

Notify all nominees regarding status as candidate; all candidates on ballot should attend 1st general session at Fall Conference. Schedule a mandatory meeting of all elected officers.

September

Secure updated mailing list and have invitations printed and mailed for Past-President's meal function. Follow up with an email as available.

Submit Board report and attend BoD meeting.

October

Work with Executive Director to prepare ballot for Fall Conference elections.

Prepare document with candidate picture and candidate information and provide to Executive Director for website.

Contact candidates to confirm meeting place prior to first general session and post-announcement meeting location.

Present candidates at Fall Conference General Session.

November/December

Submit Board report and attend BoD meeting.

Confirm votes (with selected committee members) and present results at last general session. Present newly elected officers with an ASAPERD pin.

Write letters to all candidates who ran for office.

November/December (continued)

Send elected officers contact information to President, President-elect, and Executive Director.

Conduct the Executive Director Evaluation and prepare results for presentation at December Board meeting.

Prepare annual report for final Board meeting of the year.

Pass on materials to the next President and President-elect.

Executive Director Timeline

On Going

Email agenda and minutes to Board members 10 days prior to scheduled meeting.
Email board meeting information to members who were absent after each Board meeting.
Complete and email all correspondence, requests, questionnaires as appropriate; cc: President, President-Elect, Past President and other designated individuals.
Prepare Budget report for each Board meeting.
Prepare Executive Director's report for each Board meeting.
Sign all contracts.
Attend or have appropriate ASAPERD representation at all State Board of Education meetings.
Keep membership list current; send out renewal notices, etc.
Maintain insurance coverage for the Association.
Keep information updated on association website
Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.

January

Share current membership list with District Representatives, President, President-Elect, and Past-President.

Receive information and prepare Spring Conference promotional information and post to website.

February

Receive all nominations for ASAPERD awards, screen for eligibility and forward to Awards Committee Chair.

Receive materials for Spring Conference printed program; include Officer Nomination form

March/April/May

Confirm arrangements for the next year's Spring Conference on site.

Attend Spring Conference.

Prepare Journal for April 1 publication deadline

June/July

Attend SAM Leadership Development Conference.

Attend Southern States Leadership Conference (may be in June or July)

August

Receive information and prepare Fall Conference promotion to post to website

Order award recipients' plaques for Fall Conference.

October

Confirm date, time, and menu for all meal functions during Fall Conference.

Prepare Journal for December 1 publication

Compile and have printed Fall Conference programs--general, awards, Mabel C. Robinson Memorial Lecture.

Invite appropriate individuals to Mabel C. Robinson Memorial Lecture.

Request Board members send budget needs for General Budget and Fall Conference Budget.

Conduct budget meeting with Executive Committee.

Secure plaque for ASAPERD outgoing President.

Include updates of Operating Codes and Timelines on November meeting agenda.

November

Make sure Registration Chair and Onsite Membership Coordinator have petty cash for use at Fall Conference.

Finalize plans for Mabel C. Robinson Memorial Lecture.

Confirm arrangements for next year's Fall Conference.

Present Budgets (General and Fall Conference) for Board approval.

Prepare all materials for the Board Handbook to be posted on the Board Google drive.

Announce final deadline is December 15 for submitting all bills.

December

Submit annual report.

Follow up on all assignments/projects.

Prepare financial report for Accountant.

Parliamentarian Timeline

Ongoing

Attend all Board meetings to guide the President and the Board in an orderly meeting process.
Assure that all motions are in order and are appropriate according to the current Strategic Plan.
Update Bylaws and Operating Codes, if necessary, from motions passed at each Board meeting.
Use social media to promote ASHPERD events and initiatives. Tag relevant individuals and groups.

September-November

Send reminder to Board members to bring edited copy of Operating Code and Timeline to Fall Board meeting.

Conduct a review and update of Operating Codes and Timelines submitted by all Board members at the Fall Board meeting.

Email Operating Codes and Timelines to all Board members who missed the Fall Board meeting for them to review and update.

Prepare updated Articles of Inc./Bylaws for the handbook to be given out at the Joint board meeting.

Prepare updated Operating Codes and Timelines for the handbook to be given out at the Joint Board meeting.

December

Send updated Operating Code and Timelines electronically to Executive Director by December 1.

Vice-President Timeline

Ongoing

Refer to Spring and Fall Conference Timelines

Submit nominations for Division awards and officers.

Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.

January

Submit Division Board report for BoD meeting with input from VP-Elect

Attend BoD meeting

February

Deadline for securing nominees for ASAPERD officers to be elected during Fall Conference.

April

Attend Spring Conference if possible.

Pick up checks from the Executive Director for contracts during Spring Conference, if applicable.

May

Submit Division Board report for BoD meeting with input from VP-Elect

Attend BoD meeting

July/August

Refer to Fall Conference Timeline

September

Work with Executive Director to secure contracts from Fall Conference special guests, if applicable.

Submit Division Board report for BoD meeting with input from VP-Elect

Attend BoD meeting

October/November

Work with Division officers to plan and conduct Town Hall meeting during the Fall Conference.

Pick up checks for contracts from the Executive Director, if applicable.

Submit Division Board report for BoD meeting and attend BoD meeting

December

Turn over relevant files to incoming Vice President.

Vice Presidents-Elect Timeline

Ongoing

Refer to Fall and Spring Conference Timelines

Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.

Submit nominations for division awards and officers.

January

Work with Division Chairs-elect to begin planning Fall Conference. (Refer to Fall Conference Timeline).

Submit items to the Division VP for Division Board Meeting Report

Attend BoD meeting

February

Continue planning Fall Conference (refer to Fall Conference Timeline).

Assist Past President in securing nominees for ASAPERD officers to be elected during Fall Conference.

May

Submit items to the Division VP for Division Board Meeting Report

Attend BoD meeting

September

Submit items to the Division VP for Division Board Meeting Report

Attend BoD meeting

October/November

Submit items to the Division VP for Division Board Meeting Report

Work with Vice-President and Division officers to plan and conduct Town Hall meeting during the Fall Conference.

Submit items to the Division VP for Division Board Meeting Report

December

Turn over relevant files to incoming Vice President-Elect.

Council Chairs/Elects Timeline

Ongoing

Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.
Submit nominations for Council awards and officers.

January

Submit Board report with input from Chair-elect
Attend BoD meeting

February

Assist Past President in securing nominees for ASAPERD Officers to be elected during Fall Conference.

March

Refer to Fall Conference Timeline.

May

Submit Board report with input from Chair-elect
Attend BoD meeting

August

Refer to Fall Conference Timeline

September

Submit Board report with input from Chair-elect
Attend BoD meeting

October

Refer to Fall Conference Timeline

Work with Vice President to plan Council Meetings during Fall Conference.

November

Submit Board report with input from Chair-elect

Attend BoD meeting

Work with Division officers to plan Town Hall meeting for Fall Conference.

December

Refer to Spring Conference Timeline.

Turn over files of relevant information to incoming officer.

Research Council Chair Timeline

Ongoing

Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.
Submit nominations for ASAPERD awards and Council officers.

January

Refer to Spring Conference Timeline

Send “Call for Posters” for presentation at the Spring Conference to Executive Director and Social/Digital Media Manager to be put on the ASAPERD website and distributed through social media.

Submit report and attend BoD meeting

March

Refer to Spring Conference Timeline

Oversee process for selection of abstracts to be presented at Spring Conference Research Poster Presentation. Send copies of abstracts to Journal Editors for inclusion in the next ASAPERD Journal.

May

Submit report and attend BoD meeting

August

Send “Call for Posters” for presentation at the Fall Conference to Executive Director and Social/Digital Media Manager to be put on the ASAPERD website and distributed through social media.

Refer to Fall Conference Timeline

September

Submit report and attend BoD meeting

October

Refer to Fall Conference Timeline

Oversee process for selection of abstracts to be presented at Fall Conference Research Poster Presentation. Send copies of abstracts to Journal Editors for inclusion in the next ASAPERD Journal.

November

Conduct Town Hall meeting at the Fall Conference.

Submit report and attend BoD meeting

December

Send files with relevant information to chair-elect.

District Representative Timeline

On Going

Maintain a current database of District members. (send request to Executive Director)
Communicate to all potential members within the district to encourage ASAPERD membership.
Promote ASAPERD initiatives per Advocacy Committee guidance.
Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.
Submit nominations for ASAPERD awards and officers.

January

Submit report for Board meeting

February

Submit Nominations for officers and awards

April

Promote National Physical Education and Sport Week and National Physical Fitness and Sport Month events.

Attend Spring Conference if possible.

May

Carry out plans for National Physical Education and Sport Week and National Physical Fitness and Sport Month.

Submit report for Board meeting

September

Prepare report for Board meeting

Organize for District Representative activities for Fall Conference (e.g., display board, etc.)

Obtain current district membership contact information from Executive Director and send email regarding Fall Conference.

Work with President-Elect to plan and organize logistics of the Fall Conference Silent Auction.

November

Attend Fall Conference and assist with activities as requested.

Submit report for Board meeting

December

Submit Nominations for officers and awards.

Send files with relevant information to newly elected District Representative (when applicable).

Future Professionals Council Advisor and President Timeline

Ongoing

Use social media to promote ASAPERD events and initiatives. Tag relevant individuals and groups.

January

Email Bernice Finger Award Applications to each institution by last week

Send nomination information to University Liaisons by last week.

Refer to Fall and Spring Conference Timelines

Check on Future Professionals Council Elections Programming slot in Spring Conference Program.

Make arrangements for cook-out/RA (check with Spring Conference Program Manager.)

Have conference call with the Future Professionals Council Executive committee in January.

Send budget request to Executive Director by deadline indicated by ED.

Determine format of Future Professionals Leadership Workshop

February

Deadline for Future Professionals Council nominations (2nd week).

Convene election committee to select candidates for ballot (Candidates must be approved during the Spring Board meeting.).

Deadline for Bernice Finger Award (2nd week). When selection is complete, send a name, address, and biographical sketch of each recipient to the President and Executive Director. (Recipients must be approved during the Spring Board meeting).

March

Refer to Spring Conference Timeline.

Send letters to Majors' Clubs requesting voting delegates for the RA at Spring Conference and absentee voting instructions (1st week). Include the candidates' biographical forms.

Deadline for Future Professionals Council RA delegates forms (2nd week)

Email voting instructions to each voting delegate of the RA (3rd week) and establish deadline for absentee voting.

Refer to Fall Conference Timeline.

April

Election of officers at Spring Conference. Turn over file to Executive Director after elections along with contact information for the newly elected officers. Discuss upcoming Joint Board Meeting with the newly elected officers stressing that their attendance is expected.

Planning meeting for Fall Conference, refer to Fall Conference Timeline.

Send information to the President, Executive Director, and Social/Digital Media Manager

- A. Newly elected officers
- B. Bernice Finger Award recipients

May

Meet with the Future Professionals Council Executive Committee to make plans for the coming year.

Prepare annual report for Joint Board meeting.

Refer to Fall Conference Timeline.

Summer

Email Baughman Award Application to each institution by the end of August.

Deadline for Baughman Award applications September 1st

Deadline for ASAPERD Student Professional Development Award - September 30

August

Send announcements regarding Future Professionals Council programs and activities to the Executive Director and Social/Digital Media Manager.

Begin FPC monthly newsletter for the year

Refer to Fall Conference Timeline

Contact each university liaison on previous year's list to confirm he/she will be the contact for the upcoming year.

September

Meet with the Future Professionals Council Executive Committee during Fall Board Meeting

1. Special Guests
2. Fall Conference programs and other student activities during conference
3. Plan Spring Conference program

Deadline for Board voting on Baughman Award (3rd week)

Present Baughman Award and ASAPERD Future Professional Council Professional Development Award recipients to Board for Approval at the annual fall meeting. After approval, send names and addresses of Student Professional Development Award winners and bio for Baughman Award winner to President and Executive Director.

Send universities information regarding Future Professionals Council activities during Fall Conference

October

Refer to Fall Conference Timeline

Refer to Spring Conference Timeline

Create schedule of workers for the Alabama Store during Fall Conference.

November

During Fall Conference, check on number of students attending Fall Conference from each institution.

Work with the Executive Director to set up and provide personnel for the Alabama Store, if applicable.

December

Finalize Spring Conference program.

Send Spring Conference announcements to University Liaisons.

Journal Editor Timeline

January

Deadline for submitting articles for review (Jan. 10)

Articles disbursed for review to journal reviewers (Jan. 15)

Articles returned to editors from reviewers (Jan. 30)

April

Post electronic journal on the website (Apr. 1)

Solicit for late submissions for fall journal if needed (Apr. 1)

Deadline for submitting articles for review – late submissions for fall journal (Apr. 30)

October

Post electronic journal on the website (Oct. 1)

Send organization-wide email soliciting for journal articles (Oct. 8)

Submit budget request to Executive Director and Board (deadline determined by Executive Director)

Awards Coordinator Timeline

Ongoing

Chairs of individual award sub-committees secure nominations from committee members and other sources. (Forward any received to Executive Director.) Secure Honor Award nominees from sub-committee members and other sources.

Use social media to promote ASASPERD events and initiatives. Tag relevant individuals and groups.

June

Deadline for receiving nominations for awards (**June 1**).

Receive award nominations from Executive Director by **June 2**

Send Division Award nominees, Honor Award nominees, and all Recognition Award nominees (except as noted below) the appropriate information on **June 5**.

Send the nominators of individuals for the Outstanding Administrator Award and Angie Nazaretian Award the appropriate information.

Establish deadline for Division nominees, Honor Award nominees, and all Recognition Award nominees (except as noted below) to return information. Suggest **June 25**.

Establish deadline for the nominators of individuals for the Outstanding Administrator Award and Angie Nazaretian Award to return information. Suggest **June 25**.

Prepare and send nominees' credentials for review by Sub-Committees (**June 30**).

July

Receive all results from subcommittees by **July 10**.

Work with the President to notify all nominees of results by **July 15**.

Send biographical information (including names and addresses) of award recipients to the President and Executive Director.

Work with appropriate award recipients to prepare and submit credentials to Southern District and/or SHAPE America. Check Southern District ASASPERD and SHAPE America websites for current forms and deadlines.

September

Send 250-300 word biographical sketch on award recipients to the Executive Director for publication in the Fall Conference awards program and display on website (**September 30**).

November

Work with President to prepare presentation of all ASASPERD awards at Fall Conference Awards ceremony.

Elections Committee Timeline

June

Chair sends Operating Code to committee members.

October

Chair schedules and emails committee to conduct the voting during Fall Conference.

November

Chair prepares ballot, sets up voting area, prepares the candidates display and secures a membership list for the voting during the Fall Conference. Obtain a list of members who voted electronically.

Chair implements all aspects of the voting procedures as specified in the Operating Code.

Advocacy Committee Timeline

Ongoing

Hold Conference Call prior to each Board meeting.

Keep Board apprised of progress related to the Advocacy Plan.

January

Advocacy meeting during board meeting.

February - April

Assure Advocacy plans are being implemented.

May

Advocacy meeting during board meeting.

June – August

Assure Advocacy plans are being implemented.

September

Advocacy meeting during board meeting.

November

Submit proposed Advocacy Plan for coming year at Board Meeting.

Prepare annual report and send it to the Executive Director by December 1st.

Necrology Committee Chair Timeline

Ongoing

Monitor obituaries for deaths among ASAHPERD members.

Correspond with committee members regarding deaths in each member's area of the state.

January

Send Operating Code to the Necrology Committee members.

February

Contact committee members for Spring Conference report.

March

Make a report at Spring Conference if needed and forward to the Executive Director.

October

Contact committee members for Fall Conference report.

November

Make a report at Fall Conference if needed and forward to the Executive Director.

Nominating Committee Timeline

January

Chair submits nomination form for publication on the ASAPERD website.

Chair sends Operating Code to committee members as well as the Nomination Form requesting nominations

April

Distribute nomination forms during Spring Conference.

July

Deadline for nominations is July 1. Chair confirms eligibility of nominees with Executive Director.

Chair sends each nominee a Statement of Candidacy Form and ASAPERD Data Sheet no later than July 20.

August

Nominees complete the Statement of Candidacy Form and ASAPERD Data Sheet and return to the chair by August 10.

Chair sends Board of Directors nominees to the Nominating Committee by August 20; request return of ranking by September 1

Chair sends Council officer nomination information to the appropriate Division officers by August 20; request return of rankings by September 1

Chair tallies the results and 1- contacts the candidates, 2- contacts nominees not selected

September

Chair prepares slate of candidates for Board approval during the September Board meeting. Upon Board approval, Chair sends results to the Nominating Committee.

Conference Program Planner's Timeline

Vice Presidents, Vice Presidents-elect, Council Chairs, Council Chairs-elect, Future Professional Advisor

Fall Conference

January

Initial planning procedures/suggestions; budget; number of sessions, contracts, membership and registration requirement. Make verbal contact with presenters, do not commit to date or time.

May

Bring **completed** program forms including presenter, title, description, AV and presiders. Leave a copy of completed forms with Program Coordinator. Work with the committee to assign program time slots.

June – July 31

Make verbal contact with presenter and presider by **July 1** confirming the time, title, description, and AV. Let Program Coordinator know by **July 31** if changes are to be made.

September

Complete Special Guest forms, final adjustment to the program, turn in all completed contracts to the Program Coordinator.

October

Confirm plans for Town Hall Meetings

Spring Conference

December

Initial planning procedures/suggestions; budget; number of sessions, contracts, membership and registration requirement. Make verbal contact with presenters, do not commit to date or time. Discuss the registration and membership requirement.

January

Know presenters and topics. These will be discussed with all program planners to avoid duplications and conflicts. AV needs will be discussed; Special Guest forms will be distributed; and contracts will be distributed. Allocation of time slots will be discussed.

February 1

Program forms to be sent to Program Coordinator with all information concerning the presenter, presider, title, and AV needs.

February 15-28

Notify presenters and presiders of date, time, location of presentation by February 28th.