

**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

### **May**

Hold Joint Board of Directors meeting

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. (Check with the Executive Director regarding cost of tickets to the event.)

Notify Committee chairs to send operating codes to their committee members

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

### **June**

Attend Southern District Leadership Conference

Convene the Executive Director Selection Committee as needed or if applicable to initiate the Executive Director Selection process

### **August**

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

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

### **September**

At Board meeting, approve slate of officers

Work with Executive Director to select 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)

Organize arrangements for general session. (Include guests, order of events, etc.)

### **October**

Notify the Baughman award recipient.

Appoint Outstanding Student Award Committee (Future Professionals Council Advisor as chair, plus 2 others)

Appoint Student Professional Development Grant Committee (Future Professionals Council Advisor as chair plus 3 others)

### **November**

### **December**

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

Notify Fall and Spring Conferences Planning Committee of Winter meeting.

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

Represent the Association at the SHAPE America Southern District Conference.

Prepare report for Southern District State Advisory Commission during the Southern District Conference

### **January**

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

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

Send budget request to Executive Director.

### **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.

Finance committee meets to prepare budgets.

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

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 ASHPERD Journal to the Executive Director

### **April**

Notify Board members to prepare annual reports.

Present Finger Awards at Spring Conference.

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

Represent the Association at the SHAPE America National Convention.

### **May**

Hold Joint Board of Directors Meeting

Submit annual report.

## President-Elect Timeline

### **Summer (June/July/August)**

Attend SAM Leadership Development Conference

Attend Southern District Leadership Conference

### **Fall (September, October, November)**

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

### **January**

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

Start selection of new committee chairs.

Send budget request to Executive Director.

Select “theme” for upcoming year.

### **February**

Make committee appointments as described in each committee operating code.

Appoint committee to select the Outstanding Future Professional Award

Select persons for Board positions that the President appoints.

### **March**

Send letter to new officers re: meeting at Spring Conference

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

Collect contact information for all new BOD members

### **April**

Work with President in planning Joint Board Meeting.

Fill remaining committee positions and prepare committee list for presentation at Joint Board meeting.

Send President-Elects Message for Journal (see Publications Policies and Procedures).

Select Southern District Leadership participants.

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

### **May**

Hold Joint Board of Directors Meeting.

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

Submit annual report.

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

Outline goals for upcoming year to be presented to the Board during your first official board meeting.

## Past President Timeline

### June

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

### July

Get consent forms signed by nominees.

Nominating Committee ranks candidates.

Prepare slate of officers to present at September Board Meeting.

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.

### August

Send information for Fall newsletter to Executive Director concerning absentee voting.

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

Schedule Elections Committee to work during voting hours and for counting votes.

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

Conduct absentee voting procedure if needed.

### October

Prepare ballot for Fall Conference elections.

Prepare display for candidates and present candidates at general session.

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

### November

Secure ballot box and place for voting.

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

Present Executive Director with all voting results and materials (ballots and tally sheets)

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

### December

Write letters to all candidates who ran for office.

### 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 annual report for May Joint Board Meeting.

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.

### **May**

Distribute updated handbooks and reports for Joint Board meeting.

### **June**

Attend SAM Leadership Development Conference.

Attend SD Leadership Conference (may be in June or July)

### **July**

Follow up on all assignments/projects.

Prepare financial report for Accountant.

### **August**

Receive information and prepare Fall Conference Flyer 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 October 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.

### **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.

### **January**

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

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

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

### **February**

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

February 1 is the deadline for receiving changes in next year's budget.

Conduct budget meeting with Executive Committee.

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

Include updates of Operating Codes and Timelines on Spring Board meeting agenda.

### **March**

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

Prepare Journal for April 1 publication deadline

### **April**

Review Budget Guidelines and prepare them for the handbook to be given out at the Joint Board meeting.

Prepare approved budgets for the handbook to be given out at the Joint Board meeting.

Attend SHAPE America National Convention.

Prepare updated material for handbook to be distributed at the May Joint Board meeting.

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

Secure plaque for ASAPERD outgoing President.

Attend Spring Conference

### **May**

Announce final deadline is May 20 for submitting all bills.

Compile current ASAPERD materials for Archivist.

Prepare Budget report for Joint Board meeting.

Submit annual report.

## **Parliamentarian Timeline**

### **Ongoing**

Update Bylaws and Operating Codes, if necessary, from motions passed at previous Board meeting.

### **February**

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

### **March**

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

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

### **April**

Update Bylaws and Operating Codes, if necessary, from motions passed at previous Board meeting.

Prepare updated Articles of Inc./Bylaws for the handbook to be given out at the Joint board meeting. (Send electronically to Executive Director by May 1).

Prepare updated Operating Codes and Timelines for the handbook to be given out at the Joint Board meeting. (Send electronically to Executive Director by May 1).

### **May**

Present the Operating Codes and Timelines at the Joint Board meeting.

Submit annual report.



## Vice-President Timeline

### **Ongoing**

Refer to Spring and Fall Conference Timelines

Secure nominations for division awards and officers.

### **July/August**

Refer to Fall Conference Timeline

Prepare division report for Fall Board meeting.

### **September**

Refer to Fall Conference Timeline

Refer to Spring Conference Timeline (contact Council Chairs for assistance).

Send signed contracts for Fall Conference to Executive Director.

### **October/November**

Plan and conduct a meeting of the Divisions officers during the Fall Conference.

Pick up checks for contracts from the Executive Director.

Refer to Fall Conference Timeline.

Refer to Spring Conference Timeline

### **January**

Refer to Spring Conference Timeline

Send announcements for pre-Spring Conference Newsletter to Director of Publications (see Publications Policies and Procedures)

### **February**

Refer to Spring Conference Timelines

Prepare division report for Spring Board meeting.

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

### **March**

Submit division report for Spring Board meeting

### **April**

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

Prepare final division report for Joint Board meeting

### **May**

Select award recipients from nominations provided by Awards Committee

Submit final report for May Joint Board Meeting

## Vice Presidents-Elect Timeline

### **Ongoing**

Refer to Fall and Spring Conference Timelines

### **July**

Serve on the division's award selection committee.

### **August**

Submit items to the Division VP for Division Board Meeting Report

### **October**

Work with Council Chairs in respective Divisions to prepare slate of candidates (chair-elect).

### **January**

Meet with the Editorial board and have names and addresses of two individuals who agree to serve as readers.

Begin planning Fall Conference contact Chair-elects for assistance (refer to Fall Conference Timeline).

Solicit Nominees of the division's award(s) from committee members and other sources.

### **February/March**

Submit items to the Division VP for Division Board Meeting Report

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

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

### **April/May**

Submit items to the Division VP for Division Board Meeting Report

Prepare annual report for May Joint Board meeting.

## **Physical Education Council Chairs Timeline**

### **August**

Refer to Fall Conference Timeline

### **October**

Refer to Fall Conference Timeline

Work with Vice President to prepare slate of candidates (chair elect) and plan Council Meetings during Fall Conference.

### **November**

Plan council business session for Fall Conference; present agenda to Vice President of Physical Education by November 1st.

Preside over Council business session at Fall Conference.

### **December/January**

Refer to Spring Conference Timeline.

### **February**

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

### **March**

Refer to Fall Conference Timeline.

### **April**

Prepare report of years activities and send to Vice President of Physical Education.

### **May**

Submit final board report.

## **Athletics Council Chair Timeline**

### **August**

Refer to Fall Conference Timeline

### **October**

Refer to Fall Conference Timeline

### **November**

Conduct Athletic Council Assembly of Members meeting at the Fall Conference.

### **January**

Refer to Spring Conference Timeline

Make arrangements for Girls' and Women's Sports Day.

Promote GWS Day during Board meeting (conference calls).

### **February**

Carry out plans for Girls' and Women's Sports Day.

Assist Past President in securing nominees for Athletics Council to be elected during Fall Conference.

### **March**

Refer to Spring Conference Timeline

### **April**

Prepare & submit annual report for Joint board meeting.

## Research Council Chair Timeline

### **August**

Send “Call for Posters” to Executive Director to be put on the ASAPERD website.

Refer to Fall Conference Timeline

### **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 Spring ASAPERD Journal.

### **November**

Conduct Assembly of Members meeting at the Fall Conference.

### **January/February**

Refer to Spring Conference Timeline

Send “Call for Posters” for presentation at the Spring Conference to Executive Director to be put on the ASAPERD website.

Assist Past President in securing nominees for Research Council to be elected during Fall Conference.

### **March**

Refer to Spring 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 Spring ASAPERD Journal.

### **April**

Prepare annual report for Joint Board meeting.

### **May**

Submit annual report.

## **Future Professionals Council Advisor and President Timeline**

### **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 ASHPERD 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.

### **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 (1<sup>st</sup> week). Include the candidates' biographical forms.

Deadline for Future Professionals Council RA delegates forms (2<sup>nd</sup> week)

Email voting instructions to each voting delegate of the RA (3<sup>rd</sup> 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 1<sup>st</sup>

Deadline for ASAPERD Student Professional Development Award - September 30

## **Physical Activity Council Chair Timeline**

### **August**

Refer to Fall Conference Timeline

### **October**

Refer to Fall Conference Timeline

### **November**

Plan and preside over council business session/Assembly of Members for Fall Conference.

### **December/January**

Refer to Spring Conference Timeline.

### **February**

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

### **March**

Refer to Fall Conference Timeline.

### **April**

Prepare report of year's activities and send to the President and Executive Director.

### **May**

Submit final board report.



## Higher Education Council Chair Timeline

### **August**

Refer to Fall Conference Timeline

### **October**

Refer to Fall Conference Timeline

### **November**

Plan council business session for Fall Conference; present agenda President by November 1st.

Preside over Council business session at Fall Conference.

### **December/January**

Refer to Spring Conference Timeline.

### **February**

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

### **March**

Refer to Fall Conference Timeline.

### **April**

Prepare report of years activities and send to the President and Executive Director.

### **May**

Submit final board report.

## **District Representative Timeline**

### **On Going**

Encourage JRFH event

Communicate to all potential members within the district to encourage ASAPERD membership.

### **August**

Email to encourage ASAPERD membership (to all potential members within the district)

### **September**

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

Obtain current district membership contact information from Executive Director or the State Department of Education

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.

### **December/January/February**

Submit Nominations for officers and awards.

### **April**

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

Attend Spring Conference if possible.

Prepare final report for Board meeting

### **May**

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

## **Journal Editor Timeline**

### **October**

Posting of electronic journal on the website by Executive Director (Oct. 1)

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

### **January**

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

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)

### **March**

All articles to Executive Director (Mar. 15)

### **April**

Posting of electronic journal on the website by Executive Director (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)

## Strategic Planning Committee Timeline

### **June**

Chair sends committee members Operating Codes and meeting dates for the year.

### **November**

Meet during the Fall conference to initiate the process of updating the plan. Committee members unable to attend should provide the chair with written suggestions and/or revisions. Review special programs, Plans of Action and Operating Codes to be sure they comply with the SP.

### **March-April**

Meeting to complete the plan revision if needed.

Submit revised plan to Executive Director by April 15, for inclusion in new Handbook.

### **May**

Coordinate SP sessions during the joint board meeting to ensure that plans of actions tie to the SP. Organize focus goals for the year and the individuals responsible for implementation of the goals.

## 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.

### February

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

Receive award nominations from Executive Director by **February 15**

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

Send the nominators of individuals for the Outstanding Administrator Award, Angie Nazaretian Lay Leader Award and ASAPERD Service Award the appropriate information.

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

Establish deadline for the nominators of individuals for the Outstanding Administrator Award, Angie Nazaretian Lay Leader Award and ASAPERD Service Award to return information.

### March/April

Prepare nominees' credentials for review by Sub-Committees during May Board of Directors meeting (**April 30**).

Discuss award recipients credential forms that are to be sent to Southern District AAHPERD and/or AAHPERD

### May

Coordinate selection of all Division Awards by sub-committees during May Board of Directors meeting.

Send nominees' credentials for the following awards to the sub-committee chair to conduct selection process: Honor Award, Outstanding Administrator Award, and Angie Nazaretian Lay Leader Award.

Work with President and Executive Director to submit awards for approval at 2<sup>nd</sup> Board meeting in May.

Send biographical information (including names and addresses) of award recipients to Director of Publications (see Publications Policies and Procedures), Director of Public Relations, President and Executive Director.

Work with appropriate award recipients to prepare credentials to go to Southern District AAHPERD and/or AAHPERD. Check Southern District AAHPERD and AAHPERD websites for current forms and deadlines.

### September

Send Division Award nominees names and materials to the appropriate AAHPERD/Southern District Officer by deadline published on websites.

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

### November

Work with President to prepare presentation of all ASAPERD 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.

Chair implements the Absentee Voting Procedure (advertise in Fall Conference Flyer and on website).

### **November**

Chair prepares ballot, sets up voting area, prepares the candidates display and secures a membership list for the voting during the Fall Conference.

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

## **Finance Committee Timeline**

### **July**

Prepare the proposed Spring Conference Budget.

### **September**

Submit the proposed Spring Conference budget for Board approval

### **February**

Prepare the proposed General Budget and Fall Conference Budgets

### **March**

Submit proposed budgets to Board - Operating Budget and Fall Conference Budget.

## Advocacy Committee Timeline

### **September**

Advocacy meeting during board meeting.

### **November**

Conduct advocacy townhall meeting during the Fall Conference

### **January**

Advocacy Committee conference call.

### **February**

Promote GWS Day, National Physical Fitness and Sports Month, and National Physical Education and Sport Week  
Represent ASHPERD during the SHAPE America Speak Out Day

### **March**

Promote National Physical Fitness and Sports Month, and National Physical Education and Sport Week at March  
ASHPERD Board Meeting.

Advocacy meeting during board meeting.

### **April**

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

### **May**

Advocacy meeting during board meeting.



## **Necrology Committee Chair Timeline**

### **June**

Send Operating Code to the Necrology Committee members.

### **October**

Contact committee members for Fall Conference report.

### **November**

Make a report at Fall Conference if needed and forward to Southern District SHAPE America Necrology Chair.

### **February**

Contact committee members for Spring Conference report.

### **March**

Make a report at Spring Conference if needed and forward to Southern District SHAPE America Necrology Chair.

## **Nominating Committee Timeline**

### **June**

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

### **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.

### **January**

Chair submits nomination form for publication on the ASAPERD website.

### **April**

Distribute nomination forms during Spring Conference.

## Chair-Fall Conference Program Committee Timeline

### **Ongoing**

Refer to Program Planners Timeline Deadlines must be met. Schedule planning meetings immediately prior to the January and March Board meetings and during the Joint Board meeting in May. Information to be discussed is outlined in Planners Timeline

### **August**

Prepare program for Convention Flyer. Include presenters, presidors and recorders and all special events.

Verify with program planners that presenters, presidors and recorders have been verbally notified of the date, time and location of their session.

Receive all completed Program Forms from the program planners by August 1<sup>st</sup>.

Distribute Special Guest Forms during the Fall Board meeting.

Select Program Evaluation Committee.

### **September**

Send official notification letter to presenters, include information regarding the handout booklet, a membership form and a registration form to be returned by October 1 and a request for a paragraph bio-sketch to be used for their introduction.

Send official notification letter to presidors, include their responsibilities.

### **October**

Prepare the program for printing in early October. Coordinate with the Executive Director and Convention Managers.

Organize audiovisual needs for each session and send to the Executive Director in early October.

Receive Special Guest Forms from Program Planners during Fall Board meeting. Work with the Executive Director to be sure all needs/requests are taken care of.

### **November**

Prepare Evaluation Packets working with the Executive Director and Evaluation Committee.

### **December**

Analyze evaluation forms and have them ready for distribution to the division vice presidents by the January Board meeting.

## Fall Conference Program Planner's Timeline

### **January**

**January Board Meeting/Conference Call:**  
*(VPs-elect, Jump/Hoops Coordinator,  
Coordinator, Future Professionals Advisor  
& Council Chairs-elect)*

Initial Planning Procedures/Suggestions; Budget; Number of Sessions/Division. Make verbal contact with presenters, do not commit to date or time.

### **March**

**March Board Meeting:**  
*(VPs-elect, Joint Project Coordinator,  
Future Professionals Council Advisor &  
Council Chairs-elect)*

Know presenters and topics. These will be discussed with all program planners to avoid duplications and conflicts. Final budget will be distributed and discussed. Program forms will be presented and discussed.

### **May**

**May Board Meeting:**  
*(VPs, Joint Projects Coordinator, Future  
Professionals Advisor, Council Chairs)*

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 the Program Coordinator know by **July 31** if changes are to be made.

### **Fall**

**Fall Board Meeting:**  
*(Same as above)*

Prior to Fall meeting, Program Coordinator send written notification to presenters and presiders of date, time and place of presentation. During Fall meeting, Special Guest forms will be distributed and final adjustment to the program will be made. Turn in all completed contracts to the Program Coordinator.

### **October:**

*(Same as above).*

Turn in Special Guest forms to the Program Contract by November 1.

## Spring Conference Program Planner's Timeline

### October/November

#### **October/November Board Meeting:**

*(VP's, ASA/AHA Joint Projects Coordinator,  
Future Professionals Council Advisor &  
& Council Chairs)*

Initial Planning Procedures/Suggestions; Budget; Number of Sessions/Division. Make verbal contact with presenters, do not commit to date or time.

### January

#### **January Meeting:**

*(same as above)*  
Program

Know presenters and topics. These will be discussed with all program planners to avoid duplications and conflicts.

Forms will be presented and discussed. 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 completed with all information concerning the presenter, presider, title, and AV needs. Notify presenters and presidors of date, time, location of presentation by February 28<sup>th</sup>. Program Coordinator should receive completed program forms.

### March

#### **March Board Meeting:**

payment  
*(same as above)*

Turn in Special Guest forms, completed contracts and authorization forms to the Executive Director.