

November 14, 2007

AAHSL ANNUAL CALENDAR
January-December 2008

JANUARY

Mail second notices for past due membership dues (HQ)
Select cover for Annual Statistics (ASE)
Write to non-members about rejoining AAHSL (P)
Board meeting/Planning meeting (Jan. 10-11 in Chicago)
Inform Committee/Task Force Chairs of their budgets (Board liaisons)
Invite selected non-board chairs to Board meeting/Planning meeting (P)
Finance Committee reports at Planning Meeting on investments

FEBRUARY

Deadline for dues payment for inclusion in Directory
Annual Report and Directory go to Past-President for review (HQ, PP)
Publication of Annual Report and Directory (HQ)
Legislative Task Force Chair/Vice-Chair work out details of spring meeting (LTF)
Send reminder to members re Cornerstone Award nominations (HQ)

MARCH

Mail Annual Report and Directory (HQ)
Prepare IRS 990 tax return & Best Practice Report (HQ, ST)
Education & Program Committee Chair contacts Board and Committees (PC)
Arrange April meetings with NLM, ARL, AAMC, AHC, MLN (P)
Attend spring meeting of AHC (Washington DC, March 31-April 1) (P, PE, PP)
Change website password (HQ)

APRIL

Fellow Scholarships applications due April 1st. (HQ)
Innovation Award applications due April 1st (CTF)
Committee Chairs, Task Force Chairs, and CAS representative/alternate submit mid-year reports to President (all)
Treasurer submits financial reports to Finance Committee (ST)
Hold meetings with AAMC, AHC, ARL, NLM staff. Normally scheduled in conjunction with spring Joint Legislative Task Force meeting (P, PE)
Hold meeting with MLA President and MLA Exec Director. Normally scheduled in conjunction with Joint Legislative Task Force meeting (P, PE)
Annual Statistics (30th ed.) mailed (ASE, HQ)

MAY

Program Chair posts preliminary program for annual meeting to list (PC)
Review and revise Officer and Director Orientation materials (PE)
NLM/AAHSL Leadership Fellows and mentors meeting a half-day at MLA (Leadership TF)
Send Cornerstone Award nominations to Board (May 1 – April 30 is deadline for receipt of nominations) (HQ)
President appoints members to Nominating Committee (P w/PE)
GIR Meeting in San Francisco April 30-May 3

JUNE

Select Cornerstone Award recipient (or determine that no award will be made) (June 1) (Board)
Annual Meeting program brochure prepared (PC, HQ)
All meeting rooms reserved with HQ for Annual Meeting (All)
President contacts vendors to solicit support for Annual Meeting expenses (P)
Inform Cornerstone recipient of award (P)
Issue call to members asking for expressions of interest in committee service (PE)

JULY

President-Elect contacts Board and Committee Chairs to solicit recommendations for new members and chairs (PE)
Annual Statistics questionnaire prepared (ASE)
Check on requirements for Annual Meeting (checks, rooms, etc.) (PC, HQ)
Mail program brochure for Annual Meeting (HQ)
Send mid-year financial report to Committee and Task Force Chairs (ST)
Prepare Cornerstone Award (HQ)

AUGUST

Treasurer asks Board, Committee and Task Force Chairs, Annual Statistics Editor, and CAS Rep for budget requirements (due Sept. 15) (ST)
President-Elect makes committee appointments, sends new chairs the Committee Handbook (PE)
Plaques are prepared for outgoing Board members (HQ)
Legislative Task Force Chair/Vice-Chair make arrangements for Fall mtg (LTF)
Charting the Future Oversight Committee sends Innovation Award recommendation to Board (due August 31)

SEPTEMBER

Budget requirements due (all)
President solicits preliminary annual reports from Chairs and Officers, due Oct. 15 (P)
Treasurer sends financial reports to Finance Committee (ST)
Invite New Directors to Orientation (PE)
Select Innovation Award recipient (or decide that no award will be made) (CTF)
Prepare Innovation Award (HQ)

OCTOBER

Fellow Scholarships applications due Oct 1st. (HQ)
Mail membership dues notices Oct 1st (HQ)
Send welcome/thank-you letters to Fellows (cc Mentors) (P)
Board meeting agenda items are due to President (start of month) (all)
Agenda mailed to Board members 15 days prior to meeting (Oct. 19) (P, HQ)
Business Meeting agenda to membership 30 days prior to meeting (Oct. 1) (P)
Slate from Nominating Committee is posted to membership 30 days prior to meeting (Oct. 1) (PE)
Deadline for announcing discussion of dues at Business Meeting: 30 days prior to meeting [Oct. 1) (P, HQ)
Finance Committee audits financial reports (FC)
Annual Statistics salary surveys submitted

Annual Statistics general surveys submitted
Solicit changes to planning calendar from Board, committee chairs, etc. (P, HQ)
Attend Annual Meeting of AHC (Scottsdale, AZ, October 16-18) (P, PE, PP)

NOVEMBER

Board, Task Forces, Committees meet at AAMC Annual Mtg, set objectives for coming year (San Antonio, Oct 31-Nov 5, 2008)
Establish date for January/February Board Planning Meeting (P, HQ)
Distribute planning calendar for coming year (HQ)
Draft calendar and send to Board and Committee Chairs (P, HQ)
Evaluation of association management firm (Exec Com)
NLM/AAHSL Leadership Fellows orientation/other events at Annual Meeting (Leadership TF)
Inform partners (AHC, NLM, MLA, ARL, AAMC) of new officers (HQ)
Solicit nominations for Cornerstone Award from membership (P)
Solicit nominations for Innovation Award from membership (CTF)

DECEMBER

Annual Statistics salary data distributed electronically (ASE, HQ)
Past-President drafts letter to LCME (PP)
Past-President sends "thank-you's" to outgoing Chairs and Board members (PP)
Decision re: Association Management contract (Exec Com, HQ)
Mentoring/Fellows report due to NLM (Leadership TF)
Solicit agenda items for Board Planning Meeting;
invite non-Board members to attend (P, HQ)
Solicit any updated committee reports for Annual Report (HQ)
Send conflict-of-interest disclosure form to Officers, Board Members, Committee/Task Force Chairs (HQ)

MONTHLY

President prepares email for AAHSL listserv to update membership (except May & November) (P)

CODE:

HQ: Headquarters
ASE: Annual Statistics Editor
PP: Past-President
P: President
PE: President-Elect
ST: Secretary-Treasurer
LTF: Legislative Task Force Chair/Vice-Chair
PC: Program Committee Chair
FC: Finance Committee
All: Involves most Board members and Chairs
CTF: Charting the Future Committee

Designations of responsibility provide information about the person/persons primarily responsible. In all cases, the Board member responsible for a task may be calling on the HQ for assistance.