

# Officer's Annual Task Timeline

## Listed By Officer

| <b>Date</b> | <b>Officer</b> | <b>Item</b>   | <b>Deadline</b> |
|-------------|----------------|---|-----------------|
| 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          | <i>Spring ACS Meeting:</i> 1) Chair Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner |                 |
| May/June.   | Chair          | Room and meeting arrangements for Fall ACS National Meeting.  |                 |
| June./July. | Chair          | Develop and distribute agenda for Executive Committee.  |                 |
| Aug./Sep.   | Chair          | <i>Fall ACS Meeting:</i> 1) Chair Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner   |                 |

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

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b> |
|-------------|----------------|--|-----------------|
| Jan./Feb.   | Past Chair     | Assist Secretary in preparing Divisional Annual Report |                 |

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b>                   |
|-------------|----------------|--|-----------------------------------|
| Jan.        | Secretary      | Attend Divisional Officers Training Conference — Clearwater FL (1)         | Mid-December of the 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 | <i>Spring ACS Meeting:</i> 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 | <i>Fall ACS Meeting:</i> 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 |

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b>                   |
|-------------|----------------|--|-----------------------------------|
| 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.   | January 31                        |
| 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 Report to ACS.  | March 15                          |
| Mar./Apr.   | Treasurer      | <i>Spring ACS Meeting:</i> 1) Attend and present Financial Report to Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner |                                   |
| 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      | <i>Fall ACS Meeting:</i> 1) Attend and present Financial Report to Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner   |                                   |

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b> |
|-------------|----------------|--|-----------------|
| 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      | <i>Spring ACS Meeting:</i> 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 on issues for upcoming Meeting.   |                 |
| Aug./Sep.   | Councilor      | <i>Fall ACS Meeting:</i> 1) Attend and present Councilor s Report to Executive Comm. Meeting; 2) Attend ACS Council.   |                 |

## Listed By Month

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b>                    |
|-------------|----------------|--|------------------------------------|
| 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. | January 31                         |
| 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   |                                    |
| Feb.        | Chair          | Review Divisional Annual Report  | March 15                           |
| 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.  |                                    |
| 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                           |                                    |
| 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./Mar.   | Chair          | Develop and distribute agenda for Executive Committee.   |                                    |
| Mar.        | Secretary      | Credential Alternate Councilors if needed.   |                                    |
| Mar.        | Secretary      | Submit approved Annual Divisional Report to ACS.   | March 15                           |
| Mar.        | Treasurer      | Submit approved Divisional Financial Report to ACS.  | March 15                           |

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b> |
|-------------|----------------|--|-----------------|
| Mar./Apr.   | Chair          | <i>Spring ACS Meeting:</i> 1) Chair Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner                                  |                 |
| Mar/Apr.    | Chair-Elect    | <i>Spring ACS Meeting:</i> Attend Executive Comm. Meeting  |                 |
| Mar./Apr.   | Secretary      | <i>Spring ACS Meeting:</i> 1) Attend and record minutes of Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner           |                 |
| Mar./Apr.   | Treasurer      | <i>Spring ACS Meeting:</i> 1) Attend and present Financial Report to Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner |                 |
| Mar./Apr.   | Councilor      | <i>Spring ACS Meeting:</i> 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/June.   | Chair          | Room and meeting arrangements for Fall ACS National Meeting.   |                 |
| June.       | Secretary      | Submit agenda items to Chair for Executive Committee Meeting at Fall ACS   |                 |
| June.       | Secretary      | Verify attendance of Councilors at Fall National ACS Meeting.  |                 |
| June.       | Treasurer      | Submit agenda items to Chair for Executive Committee Meeting at Fall ACS   |                 |
| June.       | Councilor      | Submit agenda items to Chair for Executive Committee Meeting at Fall ACS   |                 |
| June./July. | Chair          | Develop and distribute agenda for Executive Committee.   |                 |
| July.       | Secretary      | Tally returned ballots and inform Chair of election results.   |                 |
| July.       | Secretary      | Credential Alternate Councilors if needed.   |                 |
| July..      | Councilor      | Review Council Agenda Book on issues for upcoming Meeting.   |                 |

| <b>Date</b> | <b>Officer</b> | <b>Item</b>  | <b>Deadline</b> |
|-------------|----------------|--|-----------------|
| Aug./Sep.   | Chair          | <i>Fall ACS Meeting:</i> 1) Chair Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner                                  |                 |
| Aug./Sep.   | Chair-Electr   | <i>Fall ACS Meeting:</i> Attend Executive Comm. Meeting  |                 |
| Aug./Sep.   | Secretary      | <i>Fall ACS Meeting:</i> 1) Attend and record minutes of Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner           |                 |
| Aug./Sep.   | Treasurer      | <i>Fall ACS Meeting:</i> 1) Attend and present Financial Report to Executive Comm. Meeting; 2) Attend Divisional Officers Caucus and/or Dinner |                 |
| Aug./Sep.   | Councilor      | <i>Fall ACS Meeting:</i> 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.