

SASFAA OPERATIONAL CALENDAR
Elected Officers, Committee Chairs
Liaisons, State Presidents



Elected Officers

President

Month	Activity
July	<ul style="list-style-type: none"> • Approve agenda for July/August meeting • Preside over board meeting • Prepare and submit board report • Review budget and expenditures and report any corrections that are needed to the treasurer • Plan fall travel schedule • Work with chair of budget and finance committee • Work with the newsletter editor • Attend NASFAA board meeting
August	<ul style="list-style-type: none"> • Prepare to attend state meetings • Work with the chair of the conference committee
September	<ul style="list-style-type: none"> • Finalize arrangements for November board meeting • Review October and November travel schedule and acquire airline tickets • Review minutes with the Secretary
October	<ul style="list-style-type: none"> • Approve agenda for November board meeting • Attend state meetings • Work with the chair of the Conference Committee
November	<ul style="list-style-type: none"> • Attend NASFAA board meeting • Attend SASFAA board meeting • Preside over board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer

	<ul style="list-style-type: none"> • Attend SASFAA Conference Committee meeting
December	<ul style="list-style-type: none"> • Attend Management Institute if scheduled for the year • Review agenda and/or schedule for annual conference • Address envelopes for “Thank You” notes to take to annual conference
January	<ul style="list-style-type: none"> • Prepare remarks for annual meeting • Notify president-elect candidates of dates of the NASFAA Leadership Training Conference that will be held in March. Both candidates should be notified to keep dates open so whoever is elected will be able to attend. • Complete NASFAA registration and make hotel reservation (in the name of the President) • Request treasurer to send the registration fee to NASFAA for the Leadership Training Conference
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Preside at annual conference session including business meeting • Preside at the board meeting that precedes the annual conference • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Meet with current and future conference committees after annual meeting for wrap-up session • Summarize evaluation form information • Contact NASFAA and the hotel and update reservations to reflect the name of the candidate who is the president-elect and will attend the NASFAA Leadership Training program • Inform the newly elected president-elect who will attend the NASFAA Leadership Conference to make airline reservations (if needed)
March	<ul style="list-style-type: none"> • Work on the June board meeting details • Send reminder to the board about the annual report which is due in April • Send thank you notes and/or letters to all involved with the conference to include Board members, committee chairs, etc.
April	<ul style="list-style-type: none"> • Receive GAP Summary Reports from all elected board members, committee chairs and liaisons • Attend NASFAA board meeting
May	<ul style="list-style-type: none"> • Write required SASFAA annual report • Finalize June transition board meeting agenda • Forward agenda to the secretary for distribution to the board members
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Preside at transitional board meeting • Plan for July board meeting (incoming President) • Review budget and expenditures and report any corrections that are needed to the treasurer • Attend SASFAA summer new aid officer’s and mid-level workshops • Send information to the newsletter editor concerning elections for the following year (a responsibility as incoming past president)

	<ul style="list-style-type: none"> • Send information to incoming state presidents to submit to their state newsletter editors calling for SASFAA nominations (a responsibility as incoming past president) • Set dates for an October nominations and elections committee meeting with outgoing state presidents
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President-Elect

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Attend NASFAA conference
August	
September	<ul style="list-style-type: none"> • Identify the person who will serve as the annual conference's local arrangements chair during the year as association president
October	<ul style="list-style-type: none"> • Attend state meetings as requested by president • Start to identify committee chairs for year as president
November	<ul style="list-style-type: none"> • Attend state meetings as requested by president • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Attend NASFAA board meeting • Attend state board meeting as requested by president • Develop volunteer form for year as president • Name president-elect workshop coordinator • Choose site for following year's November SASFAA board meeting
December	<ul style="list-style-type: none"> • Review volunteer forms received from the membership • Hold advance annual conference meeting at site of annual conference for year as president
January	<ul style="list-style-type: none"> • Finalize committee chair selections • Prepare for president-elect workshop
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Make remarks at closing session of the SASFAA annual conference • Hold president-elect workshop in conjunction with the annual conference
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference

	<ul style="list-style-type: none"> • Send letters to committee chairs for year as president • Begin preparation of annual report to submit to president
April	<ul style="list-style-type: none"> • Correspond with President-Elect and set tentative schedule • Begin committee responsibility, telephone and address booklet • Submit GAP Summary Report to the president by April 1 • Attend NASFAA board meeting • Attend state conference(s) as requested by president • Send letters to SASFAA volunteers for year as president
May	<ul style="list-style-type: none"> • Review the <i>SASFAA Policy and Procedure Manual</i> • Review the <i>SASFAA Guide to Financial Management</i> • Determine the transitional board meeting agenda and forward to the secretary • Hold advance planning meeting at site of annual conference for year as president
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit annual report • Review budget and expenditures and report any corrections that are needed to the treasurer • Prepare for July board meeting and to assume SASFAA presidency • Attend the summer new aid officers workshop

Vice President

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Choose curriculum coordinator for summer new aid officer workshop • Advertise for instructors for summer workshop • Report to the board the results of the summer workshop held in June • Attend program committee meeting • Advertise for summer workshop site and faculty • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer
August	<ul style="list-style-type: none"> • Advertise for summer workshop site • Finalize instructor selection for summer workshop
September	<ul style="list-style-type: none"> • Make site visits for summer workshop
October	<ul style="list-style-type: none"> • Begin development of new aid officer workshop to be presented at annual conference along with assistance of the curriculum coordinator
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer

	<ul style="list-style-type: none"> • Recommend summer new aid officer workshop staff • Recommend site for summer new aid officer workshop • Attend program committee meeting
December	
January	<ul style="list-style-type: none"> • Plan the retreat for the summer new aid workshop faculty which is to be held in April • Plan the luncheon for the summer new aid workshop faculty and staff which is held during the annual conference • Assist curriculum coordinator plan a one-day new aid officer workshop held at the annual conference • Print and distribute summer workshop brochure to be distributed at the conference and mass mailed to the membership
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Hold one-day new aid officer workshop at the annual conference • Hold luncheon meeting with summer new aid officer faculty and staff • Send thank you notes and/or letters to all involved with the conference
March	<ul style="list-style-type: none"> • Make site selection visits for the next summer's workshop (this will vary depending upon the number of years that the workshop is scheduled)
April	<ul style="list-style-type: none"> • Hold staff retreat at summer workshop site • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Plan, plan, plan for the summer new aid officer workshop
June	<ul style="list-style-type: none"> • Attend SASFAA board transition meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Attend and administratively support the summer new aid officer workshop

Past President

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend NASFAA board meeting • Contact past presidents of each state to promote SASFAA nominations and awards process • Make final plans for nominations and elections committee to meet • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Identify with the president GAP committee members

August	<ul style="list-style-type: none"> • Confirm meeting arrangements for nominations and awards with past state presidents
September	<ul style="list-style-type: none"> • Review the <i>SASFAA Policy and Procedure Manual</i> to ensure that all responsibilities for the nominations and elections process are met • Mail copies of applicable sections of the manual, agenda, etc. to the nominations and election committee members • Solicit candidates for elected office • Contact each nominee for supportive documentation and confirmation of interest
October	<ul style="list-style-type: none"> • Hold Nomination and Election Committee meeting • Develop slate of candidates • Provide president and president-elect with the names of the proposed slate of candidates • Mail awards committee information in order to prepare for the November board meeting
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare SASFAA board materials containing information concerning nominations and awards processes • Review budget and expenditures and report any corrections that are needed to the treasurer • Submit slate of candidates to board for their consideration and approval • Notify candidates approved by the board and obtain statements of candidacy and photographs. This is a critically tight schedule for submitting statements of candidacy and photographs to newsletter editor. Should be prepared to e-mail those immediately upon return from board meeting. • Submit candidate information to the newsletter editor • Have president call executive session at the winter board meeting to consider candidates for awards • Attend NASFAA board meeting • Prepare materials for SASFAA newsletter that will contain absentee ballot, etc. • Order award plaques
December	<ul style="list-style-type: none"> • Obtain information about award recipients and draft remarks for SASFAA president • Work with conference chair to set up meeting for nominations and elections committee meeting, candidates rehearsal, balloting, voting and tabulation of results • Order “I Voted” stickers • Prepare schedule for poll coverage • Locate ballot box
January	<ul style="list-style-type: none"> • Print ballots • Receive absentee ballots from newsletter mailing • Send reminder to vote by absentee ballot utilizing SASFAA-L

	<ul style="list-style-type: none"> • Review NASFAA newsletter articles • Send memo to nominations and elections committee regarding voting logistics • Prepare schedule for voting table coverage at annual meeting • Send memo to candidates regarding rehearsal schedule • Send memorandum to all current and past state presidents, as well as candidates, with copies of pages from the <i>SASFAA Policy and Procedure Manual</i> about no elections procedures, policy about no campaigning, etc. CRITICAL • Finalize award remarks • Assist president as requested
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Prepare newsletter article • Return photos to candidates • Hold Governance and Planning Committee (GAP) meeting • Make arrangements for GAP meeting in May. Meeting must be held after April 15 and officers and committee chairs have submitted their annual reports since they are needed for review in the GAP process. • Make sure where the ballot box and key will be sent after the annual conference and notify the next past president and conference chair of their location • Submit an article to the newsletter editor immediately following the annual conference with the names of those elected to office as well as awards presented
March	<ul style="list-style-type: none"> • Prepare GAP preliminary materials • Review <i>SASFAA Policy and Procedure Manual</i> for needed revisions • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Attend NASFAA board meeting • Prepare year-end evaluation report • Submit GAP Summary Report to the president by April 1 • Remind president to prepare solicitation for elected officers/awards for newsletter in June
May	<ul style="list-style-type: none"> • Meet with GAP committee and prepare final report. Be sure to confirm the number of copies needed – usual number for the board and 10-12 extra copies for next year’s GAP committee meeting and others who may request the document. • Attend SASFAA elected officer retreat • Purchase gift to be presented to outgoing SASFAA president
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit annual report • Review budget and expenditures and report any corrections that are needed

	<p>to the treasurer</p> <ul style="list-style-type: none"> • Prepare final reports for GAP, nominations and awards committees • Turn in SASFAA credit card and final expense forms
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Treasurer

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Provide the board with financial reports • Set up checking accounts • Obtain new signature cards for new officers to sign for financial accounts (checking, savings, etc.) • Transfer all files and information to the new treasurer • Order new checks and deposit slips • Set up new files for income and expenses • Distribute SASFAA credit cards • Assist with the design of the conference registration form • Pay bills when received • Make deposits as required • Reconcile bank statements • Provide each committee chair and board members a summary of their account at the board meeting • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
August	<ul style="list-style-type: none"> • Pay bills when received • Make deposits as required • Prepare for internal and/or external financial review • Prepare reports to complete the 990 • Work with the membership chair for transfer of information • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
September	<ul style="list-style-type: none"> • Pay bills when received • Make deposits as required • Prepare 990 for IRS • Input all membership information • Review conference registration form • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
October	<ul style="list-style-type: none"> • Pay bills when received • Make deposits as required

	<ul style="list-style-type: none"> • File the 990 by the October 15 deadline • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
November	<ul style="list-style-type: none"> • Pay bills when received • Make deposits as required • Attend SASFAA board meeting • Prepare quarterly report to submit to board • Reconcile bank statements • Provide each committee chair and board member a summary of their account • Prepare treasurer's prior year financial records for imagining after the financial review has been completed* • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
December	<ul style="list-style-type: none"> • Pay bills when received • Make deposits as required • Order name tags, badges, ribbon etc. for the annual conference • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
January	<ul style="list-style-type: none"> • Prepare for annual on-site conference registration • Maintain and reconcile moneys received at on-site registration • Check file against membership committee's list • Assist in the design of the summer new aid officer workshop registration form • Pay bills when received • Make deposits as required • Reconcile bank statement • Prepare monthly financial reports and submit to the President and Chair of the budget and finance committee for their review • File necessary SASFAA Corporation documents with the Georgia Secretary of State • Update principal officers on corporation registration • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Handle on-site registration for annual conference • Reconcile daily receivables during on-site registration • Pay bills when received • Make deposits as required • Line up people to help at the conference registration booth • Take all necessary supplies to the conference

	<ul style="list-style-type: none"> • Work with the chair of the conference committee relating to speakers, etc. • Prepare quarterly report for the board meeting • Reconcile bank statements • Provide each committee chair and board member a summary of their account • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
March	<ul style="list-style-type: none"> • Clean up and pay all bills from the annual conference • Make deposits as required • Prepare ASCAP and BMI entertainment reports and submit payments • Match database with conference registrations • Pay corporation fees • Update principal officers on corporation registration • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Prepare for summer new aid officer workshop • Pay bills when received • Make deposits as required • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Pay bills when received • Make deposits as required • Prepare for summer new aid officer workshop • Verify summer workshop registrations with Vice President for Professional Development • Assist membership chair with design and mailing of membership form • Prepare quarterly report and submit • Reconcile bank statements • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Pay bills when received • Make deposits as required • Attend new aid officer workshop to handle registration procedures • Pay association bills • Verify and update bonding coverage for the upcoming year if necessary • Collect old credit cards • Verify or set-up credit card accounts for incoming officers • Prepare quarterly report and submit at transition board meeting • Reconcile bank statements

	<ul style="list-style-type: none"> • Provide each committee chair and board members a summary of their account • Prepare year-end-to-date budget report for the board • Submit a copy of each monthly bank statement reconciliation to the Budget and Finance Chair • Relinquish credit card at the end of the treasurer's term of office
	<ul style="list-style-type: none"> • The process for imaging association records has not been finalized. This requirement when will be instituted once the process for imaging has been approved by the SASFAA Board.

Secretary

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Provide e-mail address for the <i>SASFAA Policy and Procedures Manual</i> to new board members • Update electronic stationary document and distribute • Prepare name cards for all board members, committee chairs and guests • Attend July board meeting and take notes to prepare minutes • Submit "draft" of minutes to board within 30 days after the board meeting
August	<ul style="list-style-type: none"> • Make any necessary corrections to "draft" minutes
September	<ul style="list-style-type: none"> • Work on any special projects as assigned by the president (i.e., operational calendar) • Make contact with the hotel staff where the November board meeting will be held • Solicit room requests from the executive board
October	<ul style="list-style-type: none"> • E-mail agenda for the November board meeting and the minutes of the last executive board meeting to the executive board • Check with board members to see if they need note cards and/or stationary • Confirm meeting rooms, sleeping rooms, meals and break plans with the hotel staff • Confirm room reservations for the executive board • Review the <i>SASFAA Policy and Procedure Manual</i> and report any needed changes • Prepare and submit report concerning any recommended changes to the By-laws of the association
November	<ul style="list-style-type: none"> • Attend board meeting and take notes to prepare minutes • Take minutes of executive board meeting relating to nominations and elections as well as awards

	<ul style="list-style-type: none"> • Prepare and submit board report • Submit minutes of prior board meeting for approval • Submit approved minutes of July meeting to the Electronic Services Chair for archiving and posting on the website • Provide name cards for all board members, committee chairs and guests • Submit “draft” of minutes to board within 30 days • Submit “draft” of executive board meeting to elected board and state presidents only • Review budget and expenditures and report any corrections that are needed to the treasurer
December	<ul style="list-style-type: none"> • Make any necessary corrections to “draft” minutes of both board and executive board meetings
January	<ul style="list-style-type: none"> • Receive agenda from the President for the February board meeting • E-mail agenda for the February board meeting and the minutes of the last executive board meeting • Prepare for February board meeting • Work with chair of the conference committee to schedule room reservations for board • Work with the chair of the conference committee to set meals and breaks during board meeting • Work with the chair of the vendor and sponsor committee to secure sponsorship for meals and/or breaks
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Take minutes of the board meeting • Submit minutes of the November board meeting and executive board meeting for approval • Submit approved minutes of November board meeting to the Electronic Services Chair for archiving • Print and send minutes of the previous year’s annual board meeting minutes to the conference chair to be included in registration packets • Provide name cards for all board members, committee chairs and guests • Take minutes of the annual business session • Submit minutes of the previous year’s annual business session to the membership for their approval • Submit approved annual conference business session minutes to the Electronic Services Chair for archiving and posting on the website • Review the <i>SASFAA Policy and Procedure Manual</i> and report any needed changes • Prepare and submit report concerning any recommended changes to the By-laws of the association • Review budget and expenditures and report any corrections that are needed to the treasurer
March	<ul style="list-style-type: none"> • Submit “draft” of the board meeting minutes to board within 30 days for

	<ul style="list-style-type: none"> review • Submit “draft” of the annual conference business session for review • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Start to make preparations for the June transition board meeting by working with both the president and president-elect • Solicit room requests from the board members • Work with the vendor/sponsor chair to identify sponsors for the June transition board meeting events • Make contact with the hotel staff where the transition board meeting will be held to make room reservations and determine meals, breaks and any other special arrangements required • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • E-mail agenda for June transition board meeting and previous board meeting minutes • Confirm meal and break plans with the hotel staff for transition board meeting • Confirm room reservations for the executive board for transition board meeting
June	<ul style="list-style-type: none"> • Attend transition board meeting and take notes to prepare the minutes • Submit minutes of the February board meeting and executive board meeting for approval • Submit approved minutes of February board meeting to the Electronic Services Chair for archiving and posting on the website • Receive agenda for the July board meeting from the president • E-mail agenda for July board meeting and previous board meeting minutes • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Provide name cards for all board members, committee chairs and guests • Make contact with the hotel staff where the July board meeting will be held and schedule meeting rooms, sleeping room sand work with catering to select menus for meals and breaks • Solicit room requests for the July board meeting • Submit revised <i>SASFAA Policy and Procedure Manual</i> if necessary. A thorough review of P&P manual must be done in June 2007. • Turn over secretary’s materials to newly elected secretary within 60 days after the transitional board meeting • Relinquish credit card to the treasurer at the end of the secretary’s term of office

Committee Chairs

Electronic Services

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none">• Attend SASFAA board meeting• Prepare and submit report• Review budget and expenditures and report any corrections that are needed to the treasurer• Bring up new web design• Change welcome page and executive board page to reflect new administration to include letter from the president• Obtain and/or take pictures of executive board members to post to the website• Post June board information including minutes, budget summary, etc. to the website• Post the annual report and GAP long range planning report to the website• Post the summer edition of the newsletter to the website• Remind state presidents, via the listserv, to update monthly activities• Update web calendars as necessary• Post committee updates to the website as necessary• Make listserv address corrections as necessary
August	<ul style="list-style-type: none">• Post July board meeting information to the website• Remind state presidents, via the listserv, to update monthly activities• Update web calendars as necessary• Post committee updates to the website as necessary• Make listserv address corrections as necessary
September	<ul style="list-style-type: none">• Post fall newsletter to the website• Remind state presidents, via the listserv to update monthly activities• Update web calendars as necessary• Post committee updates to the website as necessary• Update sponsorship information on the web in conjunction with sponsorship committee chair• Make listserv address corrections as necessary
October	<ul style="list-style-type: none">• Remind state presidents ,via the listserv to update monthly activities• Update web calendars as necessary• Post committee updates to the website as necessary• Make listserv address corrections as necessary• Obtain updated membership database from the membership chair and post to the website• Post president-elect's committee volunteer form to the website
November	<ul style="list-style-type: none">• Attend SASFAA board meeting• Prepare and submit report

	<ul style="list-style-type: none"> • Review budget and expenditures and report any corrections that are needed to the treasurer • Post election nominees' pictures, bios and candidacy statements to the website • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary
December	<ul style="list-style-type: none"> • Post November board information to the website • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary
January	<ul style="list-style-type: none"> • Post winter newsletter to the website • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Obtain summer new aid officer workshop information and registration form from the vice president and post to the website • Set up Summer NAOW Listserv (SASFAA-Summer) and update members on listserv • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary
March	<ul style="list-style-type: none"> • Post February board meeting information to the website • Post election results to the website • Prepare committee annual report • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Post spring newsletter to the website • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary

	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Remind state presidents, via the listserv, to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Remind president-elect to prepare welcome letter and executive board address list to be posted to website • Discuss with president-elect his/her wishes for website changes or enhancements • Add new members to the SASFAA-Exec Board, SASFAA-Conf2004, SASFAA-LegRel, and SASFAA-Presidents lists • Remind state presidents via the listserv to update monthly activities • Update web calendars as necessary • Post committee updates to the website as necessary • Make listserv address corrections as necessary

Conference

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Hold conference committee meeting • Finalize conference theme and logo • Develop general session and concurrent session topics • Make assignments for committee members to contact potential presenters • Develop tentative conference agenda • Review all local arrangements plans
August	<ul style="list-style-type: none"> • Continue general session and concurrent session presenter contacts • Review all local arrangements plans • Finalize sponsorship list for the vendor/sponsor chair if applicable
September	<ul style="list-style-type: none"> • Finalize the conference agenda • Finalize general sessions and concurrent session presenters • Send initial mailing to all presenters (or set up website for presenters, moderators and room monitors rather than mailings) • Obtain AV needs for sessions • Review all local arrangements plans
October	<ul style="list-style-type: none"> • Hold conference committee meeting

	<ul style="list-style-type: none"> • Order conference committee tee shirts • Determine source and price of conference bag and name badge holder • Finalize the conference agenda and give a copy to the hotel • Finalize pre-conference mailing for the printer and to post on the SASFAA website • Arrange golf game if there is to be one • Finalize general session and concurrent session moderators • Plan conference meal and beverage events • Initial development of meal functions • Contact special guests and VIPs for biography, name, title, address, telephone and fax numbers, e-mail and hotel room preferences • Obtain conference invitation letter and submit to chair of communications to be placed on SASFAA website • Complete conference chair website letter and submit to electronic services chair to be placed on SASFAA website • Review all local arrangements plans
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Forward conference information to the state association's webmasters and newsletter editors • Mail pre-conference mailer and finalize conference information on website by late November • Mail pre-conference information to all VIPs and special guests • Develop sponsor descriptions for conference program • Update conference website and send email messages to the SASFAA listserv regarding conference activities • Send initial mailing to all moderators (or refer to website rather than mailing) • Finalize all session descriptions and have presenters review for content of their session • Finalize all AV needs for sessions • Finalize meal functions • Review all local arrangements plans
December	<ul style="list-style-type: none"> • Contact special guests and VIPs for arrival and departure times and make arrangements for transportation • Update conference website and send email messages to the SASFAA listserv regarding conference activities • Review all local arrangements plans
January	<ul style="list-style-type: none"> • Coordinate and reconcile complimentary registrations with the president and treasurer for VIPs, special guests and appropriate board members • Monitor room block at hotel • Mail invitation to President's Appreciation reception

	<ul style="list-style-type: none"> • Update conference website and send email messages to the SASFAA listserv regarding conference activities • Obtain banquet event orders from hotel and finalize all events including meal and beverage events • Finalize sponsors for meal functions and events • Finalize all general session and concurrent session AV needs • Prepare president’s conference “script” • Review all local arrangements plans
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Chair post conference meeting with current and future conference committees
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1 • Forward all conference information to the next year’s conference chair
April-May Activities preceding year as chair	<ul style="list-style-type: none"> • Visit conference site with president-elect, the next year’s local arrangements chair and the next year’s vendor/sponsor chair • Finalize committee members • Set up conference committee listserv with the electronic services chair, or an email group of conference committee members • Finalize conference budget • Determine dates and locations of committee meetings
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit annual report • Review budget and expenditures and report any corrections that are needed to the treasurer • Notify committee members of first committee meeting in July and send all preliminary information • Select work group coordinators and send list of responsibilities • Work with president to determine conference theme and logo

Budget and Finance

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Gather names for potential budget and finance committee members using

	<p>the volunteer form and submit for board approval at the first board meeting</p> <ul style="list-style-type: none"> • Verify correct account set-up on the treasurer's software and train the treasurer as needed • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
August	<ul style="list-style-type: none"> • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
September	<ul style="list-style-type: none"> • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed • Begin process of filing IRS 990 Form
October	<ul style="list-style-type: none"> • Perform a financial review of prior year records • Initiate a review of <i>The Guide to Financial Management</i> for possible updates • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report at board meeting • Review budget and expenditures and report any corrections that are needed to the treasurer • Receive a copy of the IRS Form 990 report from the Treasurer for review and signature • Mail IRS Form 990 by November 15th deadline • Work with the treasurer to renew any CDs that have matured • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
December	<ul style="list-style-type: none"> • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
January	<ul style="list-style-type: none"> • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting

	<ul style="list-style-type: none"> • Prepare and submit report • Submit financial review report to the board • Review budget and expenditures and report any corrections that are needed to the treasurer • Present proposed revisions to <i>The Guide to Financial Management</i> to the board for review and comment • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
March	<ul style="list-style-type: none"> • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in Cs and purchase new CDs as needed • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Send budget package to incoming officers and committee chairs • Begin to prepare projections of expenses for upcoming year working in conjunction with the current officer or committee chair to identify expense items • Follow-up with officers and committee chairs if necessary • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Select committee members • Prepare draft of proposed budget • Send copy of proposed budget to president and treasurer for review and share with budget and finance committee members for review and comment • Submit proposed budget to the board for approval • Turn over records to incoming budget and finance committee chair • Update expense reports for use in the upcoming year • Prepare end-of-year budget and finance report for the board • Prepare training materials on expense filing criteria for presentation to the board

	<ul style="list-style-type: none"> • Send notice to financial institutions advising them about changes to the mailing address for the treasurer to include signing new statements for the financial institution if this is a prerequisite for instituting the change • Evaluate current budget compared to spending trends to identify potential need for revisions to the budget • Evaluate investment portfolio for new investments and maturing CDs and cash in CDs and purchase new CDs as needed
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Legislative Relations

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Respond to legislation/provide updates to membership as needed
August	<ul style="list-style-type: none"> • Review committee duties and responsibilities • Contact committee members and provide information about committee • Schedule Fall committee meeting if necessary • Mail information concerning the regulatory process to the summer new aid officer workshop participants • Respond to legislation/provide updates to membership as needed
September	<ul style="list-style-type: none"> • Prepare article for the newsletter • Respond to legislation/provide updates to membership as needed • Send annual conference interest session topic suggestions to the conference committee
October	<ul style="list-style-type: none"> • Respond to legislation/provide updates to membership as needed
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Respond to legislation/provide updates to membership as needed
December	<ul style="list-style-type: none"> • Respond to legislation/provide updates to membership as needed
January	<ul style="list-style-type: none"> • Respond to legislation/provide updates to membership as needed • Schedule Spring committee meeting if necessary
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Respond to legislation/provide updates to membership as needed
March	<ul style="list-style-type: none"> • Respond to legislation/provide updates to membership as needed

April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1 • Respond to legislation/provide updates to membership as needed
May	<ul style="list-style-type: none"> • Respond to legislation/provide updates to membership as needed
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit annual report • Review budget and expenditures and report any corrections that are needed to the treasurer • Respond to legislation/provide updates to membership as needed

Membership

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Prepare board contact list containing name, address, telephone number, fax number and e-mail addresses in conjunction with the membership chair • Obtain laptop computer from outgoing membership chair • Discuss flow of receipt of membership forms with treasurer • Enter summer institute participants into membership database • Print labels and affix to envelopes • Obtain letter from the president to accompany letters soliciting members • Design and print membership application form • Mail membership applications materials • Perform database maintenance and backup
August	<ul style="list-style-type: none"> • Mail membership applications materials • Enter memberships as received • Print labels as needed • Perform database maintenance and backup
September	<ul style="list-style-type: none"> • Enter memberships as received • Print labels as needed • Prepare newsletter article and submit to newsletter editor • Perform database maintenance and backup
October	<ul style="list-style-type: none"> • Discuss conference needs with the conference chair • Enter memberships as received • Print labels as needed • Perform database maintenance and backup
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer

	<ul style="list-style-type: none"> • Prepare board contact listing • Enter memberships as received • Print labels as needed • Perform database maintenance and backup
December	<ul style="list-style-type: none"> • Enter memberships as received • Begin input of conference data • Print labels as needed • Prepare newsletter article and submit to newsletter editor • Perform database maintenance and backup
January	<ul style="list-style-type: none"> • Enter memberships as received • Print labels as needed • Perform database maintenance and backup
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Provide membership/voting list to the past-president • Prepare conference envelopes: name tags, labels and ribbons • Assist treasurer at registration • Enter memberships as received • Print labels as needed • Prepare newsletter article and submit to newsletter editor • Perform database maintenance and backup
March	<ul style="list-style-type: none"> • Enter memberships as received • Print labels as needed • Contact printer concerning the printing of the membership directory • Inform vendor/sponsor chair about the directory ads received • Perform database maintenance and backup • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Enter memberships as received • Print labels as needed • Perform database maintenance and backup • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Enter memberships as received • Print labels as needed • Submit membership directory to the printer • Prepare newsletter article and submit to newsletter editor • Perform database maintenance and backup
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Distribute membership directories

	<ul style="list-style-type: none"> • Perform database maintenance and backup • Deliver laptop computer to the new membership chair
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Newsletter

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Propose publication dates • Instruct board concerning newsletter publication process/procedures • Work with vendor/sponsor chair to go over ad specifications and to coordinate copy/print deadlines • Talk with president to get ideas for the newsletter • Obtain names and addresses of regional and national persons to add to mailing list
August	<ul style="list-style-type: none"> • Attend board meeting • Set dates for receipt of copy and publishing of the newsletter • Choose editorial board • Obtain original logos/seals from the state presidents • Obtain the names of state newsletter editors from state president • Work with webmaster about receipt of information to be added to SASFAA website
September	<ul style="list-style-type: none"> • Announce fall copy deadline: nominations, summer workshop and NASFAA award information included • Work with webmaster concerning receipt of information
October	<ul style="list-style-type: none"> • Post fall newsletter to the web • Obtain e-mail addresses for complimentary copies • Announce that the fall newsletter will contain information about summer new aid officer workshop and NASFAA award information
November	<ul style="list-style-type: none"> • Attend board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Announce winter copy deadline • Announce that winter issue will contain pre-conference registration information and will be the election edition
December	<ul style="list-style-type: none"> • Post winter issue to the web
January	<ul style="list-style-type: none"> • Provide extra copies of the election issue information for conference packets
February	<ul style="list-style-type: none"> • Attend annual conference • Attend board meeting

	<ul style="list-style-type: none"> • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Announce copy deadline • Announce that the third newsletter will be concentrated on reports of the annual conference and contain information about the summer new aid officer workshop
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Announce copy deadline • Announce that the fourth newsletter will contain the annual report

Site Selection

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Develop site proposal guidelines and distribute
August	<ul style="list-style-type: none"> • Continue to distribute site proposal guidelines to interested parties
September	<ul style="list-style-type: none"> • Collect site proposals • Call and discuss each site proposal received
October	<ul style="list-style-type: none"> • Call and discuss each site proposal received as necessary • Determine hotels/sites to visit
November	<ul style="list-style-type: none"> • Attend board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer
December	<ul style="list-style-type: none"> • Make hotel/site visits as necessary
January	<ul style="list-style-type: none"> • Make hotel/site visits as necessary • Finalize site proposals
February	<ul style="list-style-type: none"> • Attend board meeting • Attend annual conference • Review budget and expenditures and report any corrections that are needed to the treasurer • Report the results of the site visits to the board

	<ul style="list-style-type: none"> • Develop a final contract after board approves hotel/site for the annual conference
March	<ul style="list-style-type: none"> • Negotiate and finalize the contract with the hotel approved by the board as the site of the annual conference • Contact hotels for any other SASFAA meeting needs • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Sign final hotel contract and announce dates and location to all SASFAA states and NASFAA

Sponsorship

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Receive and review quotes from drayage companies with assistance from the local arrangement's chair • Attend conference committee meeting • Contact agencies to secure sponsorship for dinner
August	<ul style="list-style-type: none"> • Send letters soliciting newsletter advertisements • Gather contact information and identify newsletter advertisers via e-mail • Forward changes to the sponsorship information found on the SASFAA website to the communication chair so the site can be updated
September	<ul style="list-style-type: none"> • Mail SASFAA information and sponsorship brochures • Mail general conference support letter • Receive confirmation from newsletter advertisers and send that information to the newsletter editor
October	<ul style="list-style-type: none"> • Mail right of first refusal letters • Continue to mail general conference support letters • Contact drayage company to discuss specific dates and times • Mail contract (signed by the President) to the drayage company • Attend conference committee meeting • Make contact with session presenters and send information to session coordinator
November	<ul style="list-style-type: none"> • Send proposed floor plan to hotel as per contract

	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer • Send invoices for newsletter ads when confirmation is received • Send notices to vendor/sponsors for annual conference with copy to the treasurer • Send e-mail to vendor/sponsors requesting write-up for conference program
December	<ul style="list-style-type: none"> • Make telephone calls to vendors to confirm their attendance at annual conference • Mail the drayage company's exhibit kit/packet to vendors • Send preliminary list of vendors to drayage company • Begin invoicing for annual conference • Send e-mail to vendor/sponsors outlining specifics regarding set-up, tear down, shipping, give aways, etc.
January	<ul style="list-style-type: none"> • Confirm 24-hour security service with hotel or contract locally • Continue to mail exhibit kits/packets • Continue invoicing • Assign booth numbers • Send last minute details letter to vendors
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit report • Review budget and expenditures and report any corrections that are needed to the treasurer

Liaisons to the Executive Board

Foundation

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Conduct research and prepare a report to submit at board meeting • Receive information from the secretary to archive

August	<ul style="list-style-type: none"> • Review SASFAA archives • Prepare article for newsletter
September	
October	
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Conduct research and prepare a report to submit at board meeting • Receive information from the secretary to archive
December	
January	
February	<ul style="list-style-type: none"> • Attend board meeting • Attend SASFAA annual conference • Conduct research and prepare a report to submit at board meeting • Receive information from the secretary to archive
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Receive information from the secretary to archive • Prepare and submit an annual report

Lending Agencies

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report
August	
September	
October	
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report
December	
January	
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit annual report

State Agencies

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit state agency reports • Provide copies of report to state agency directors
August	<ul style="list-style-type: none"> • Attend CEO caucus
September	<ul style="list-style-type: none"> • Attend NCHELP conference • Report conference results to SASFAA board in November
October	<ul style="list-style-type: none"> • Attend NASSGAP conference • Report conference results to SASFAA board in November • Attend CEO caucus
November	<ul style="list-style-type: none"> • Request agency directors to submit state reports for SASFAA board meeting • Attend SASFAA board meeting • Prepare and submit state agency reports at board meeting • Provide copies of report to state agency directors following the board meeting
December	
January	<ul style="list-style-type: none"> • Request agency directors to submit state reports for SASFAA board meeting • Attend CEO caucus
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit state agency reports at board meeting • Provide copies of report to state agency directors • Attend Neg-Reg meetings • Attend CEO caucus
March	<ul style="list-style-type: none"> • Attend NCHELP default prevention conference • Report results of NCHELP conference to SASFAA board in June • Attend NASSCAP executive committee meeting
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Request agency directors to submit state reports for June board meeting • Attend Neg-Reg meetings • Report Neg-Reg results at June board meeting
June	<ul style="list-style-type: none"> • Attend NCHELP conference • Report NCHELP conference information at SASFAA board meeting • Attend SASFAA transition board meeting • Prepare and submit state agency reports • Provide copies of report to agency directors

U.S. Department of Education

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report
August	
September	
October	
November	<ul style="list-style-type: none"> • Attend SASFAA board meeting • Prepare and submit report
December	
January	
February	<ul style="list-style-type: none"> • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare and submit report
March	<ul style="list-style-type: none"> • Send thank you notes and/or letters to all involved with the conference
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	
June	<ul style="list-style-type: none"> • Attend SASFAA transition board meeting • Prepare and submit annual report

State Presidents

<i>Month</i>	<i>Activity</i>
July	<ul style="list-style-type: none"> • Attend state presidents meeting • Attend SASFAA board meeting • Prepare state report and submit
August	<ul style="list-style-type: none"> •
September	<ul style="list-style-type: none"> • Prepare article for fall newsletter • Prepare “Movers and Shakers” update for newsletter • Prepare article for state newsletter detailing SASFAA activities
October	
November	<ul style="list-style-type: none"> • Attend state presidents meeting • Attend SASFAA board meeting • Prepare state report and submit
December	
January	<ul style="list-style-type: none"> • Prepare article for winter newsletter • Prepare “Movers and Shakers” update for newsletter • Register for annual conference • Make travel plans for annual conference

	<ul style="list-style-type: none"> • Prepare for state meeting at conference
February	<ul style="list-style-type: none"> • Attend state presidents meeting • Attend SASFAA annual conference • Attend SASFAA board meeting • Prepare report and submit • Attend President's Recognition reception • Attend first time attendees reception if request by president • Remain available for head table assignment • Preside at state meeting held during the annual conference
March	<ul style="list-style-type: none"> • Prepare spring newsletter article • Prepare for "Movers and Shakers" updates • Prepare article for state newsletter detailing SASFAA activities
April	<ul style="list-style-type: none"> • Submit GAP Summary Report to the president by April 1
May	<ul style="list-style-type: none"> • Prepare for transitional board meeting as incoming or outgoing state president • Make travel arrangements for transition board meeting • Prepare for state president and state presidents-elect meeting • Prepare for summer newsletter article • Collect items to share with other incoming state presidents (state newsletters, procedures manual, by-laws, state transitional meeting agendas, state board agendas, committees and descriptions)
June	<ul style="list-style-type: none"> • Attend state presidents meeting • Elect spokesperson for state presidents group • Attend SASFAA transition board meeting • Prepare state report and submit