

MASTER PLANNING CALENDAR AFFILIATES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Regularly visit ACHA website http://www.acha.org	X	X	X	X	X	X	X	X	X	X	X	X
Schedule Affiliate leadership conference calls periodically (depending on requirements) during the program year (annual meeting to annual meeting) to work on Affiliate issues, Affiliate Annual Meeting planning, and any other related issues on behalf of ACHA.	X	X	X	X	X	X	X	X	X	X	X	X
Contact your Board of Directors (BOD) Regional Representative to discuss any items that should be presented on behalf of the Affiliate at the Winter BOD Meeting in early February.	X											
Submit Affiliate Mid-Term report to the ACHA national office for review by the BOD during their winter meeting.	X											
Register for the ACHA Annual Meeting & make hotel reservations.		X										
If you are a newly elected or appointed Affiliate leader, contact the applicable outgoing leader for updates and continuity considerations. NOTE: This timing is dependent on your Affiliate Annual Meeting - fall or spring time.			X	X					X	X	X	
Conduct Affiliate leadership conference call to discuss the upcoming ACHA Annual Meeting; Affiliate meeting and planned activities.				X								
Contact your BOD Regional Representative to discuss any items that should be presented on behalf of the Affiliate at the Annual Meeting BOD Meeting.				X								
Submit Affiliate End-of-Term Report to the ACHA national office for review by the BOD during the Annual Meeting.				X								
Make personal travel arrangements for ACHA Annual Meeting.				X								
Review Affiliate Bylaws prior to and during Annual Meeting Affiliate Executive Committee meeting.					X							
Make plans in your ACHA Annual Meeting schedule to attend all appropriate functions:												
Tuesday - Leadership Lunch					X							
Wednesday - Opening General Session					X							
Wednesday - Leadership Meeting with the BOD					X							
Thursday - Affiliate Meeting					X							
Thursday - Open Forum with the BOD					X							
Friday - Assembly of Representatives					X							
Saturday - Presidential Session					X							
Set up an e-mail groups for Affiliate Executive Committee members and other Affiliate groups to facilitate communication.						X						
Schedule Affiliate leadership conference call to complete unfinished business from the Annual Meeting.						X						
Receive communication from the ACHA President; Regional Representative and national office Staff Liaison contact information; and report deadlines.							X					