

<b>MASTER PLANNING CALENDAR BOARD OF DIRECTORS</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Regularly visit the ACHA website <a href="http://www.acha.org">http://www.acha.org</a>	X	X	X	X	X	X	X	X	X	X	X	X
Make travel arrangements for the Winter Board of Directors (BOD) Meeting in Baltimore in early February. ACHA pays for travel, hotel and meals. Airline reservations can be secured in January or December of the prior year. Airfare reimbursements can be processed prior to the meeting. The national office secures hotel rooms and makes all meeting arrangements.	X											X
As the applicable Board Liaison, communicate with your committee, task force, coalition and/or section for updates or additional information that the group(s) would like you to discuss during the Winter BOD Meeting.	X											
BOD Regional Representatives - communicate with your Affiliate leaders for updates or additional information that the Affiliate(s) would like you to discuss during the Winter BOD Meeting.	X											
Preview all meeting materials prior to the Winter BOD Meeting. Materials will be provided by the national office no later than the Friday before the meeting.		X										
Attend 1 1/2 day Winter BOD Meeting (Friday p.m. and Saturday all day meeting)		X										
As the applicable Board Liaison, communicate with your committee, task force, coalition and/or section with any BOD feedback and/or recommendations.		X										
BOD Regional Representatives - communicate with your Affiliate(s) with any BOD feedback and/or recommendations.		X										
Make personal travel arrangements for Annual Meeting. ACHA pays for 1 of your room nights since attending the Monday BOD Meeting is a BOD commitment. Room credit will be applied during the annual meeting week.				X								
As the applicable Board Liaison, communicate with your committee, task force, coalition and/or section for updates or additional information that the group(s) would like you to discuss during the Annual Meeting BOD Meeting.				X								
BOD Regional Representatives - communicate with your Affiliate leaders for updates or additional information that the Affiliate(s) would like you to discuss during the Annual Meeting BOD Meeting.				X								
Preview all meeting materials prior to the Annual Meeting BOD Meeting. Materials will be provided by the national office no later than the Friday before the Annual Meeting week.					X							
If you are an incoming BOD member, connect with the outgoing BOD Member prior to or during the annual meeting week for any updates or continuity considerations.					X							
Current BOD Regional Representatives - contact your Affiliate Officers for any retirements or memorial announcements for the Assembly of Representatives.					X							
Make plans in your Annual Meeting scheduling to attend all appropriate functions (Current and Incoming BOD Members):												
Monday - BOD Meeting					X							
Tuesday - Leadership Lunch					X							

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Wednesday - Newcomers' Orientation					X							
Wednesday - Opening General Session					X							
Wednesday - Leadership Meeting with the BOD					X							
Thursday - Open Forum with the BOD					X							
Friday - Assembly of Representatives					X							
Saturday - BOD Meeting (If continuing as a Board member)					X							
Saturday - Presidential Session					X							
As the applicable Board Liaison, communicate with your committee, task force, coalition and/or section with any BOD feedback and/or recommendations.						X						
BOD Regional Representatives - communicate with your Affiliate(s) with any BOD feedback and/or recommendations.						X						
BOD Regional Representatives - Attend your Affiliate(s) annual meeting(s) and Board meetings. NOTE: This timing is dependent on the Affiliate Annual Meeting schedule - fall or spring time. Forward any concerns or questions to the national office for further assistance.			X	X					X	X	X	