

<b>MASTER PLANNING CALENDAR COALITIONS</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>
Identify potential coalition leaders among your colleagues; mentor and coach them; engage them in coalition projects and activities; continuously cultivate new leadership from within the membership of the coalition.	X	X	X	X	X	X	X	X	X	X	X	X
Regularly visit 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
Contact your Board of Directors (BOD) Liaison to discuss any items that should be presented on behalf of the coalition at the Winter BOD meeting in early February.	X											
Submit Mid-Term report to the ACHA national office for review by the BOD during their winter meeting.	X											
Register for the Annual Meeting & make hotel reservations		X										
Receive notification of the coalition's BOD approved budget for this calendar year (if applicable).		X										
Conduct coalition conference call to discuss coalition meetings and planned activities at the Annual Meeting.				X								
Contact your BOD Liaison to discuss any items that should be presented on behalf of the coalition at the Annual Meeting BOD meeting.				X								
Submit Coalition End-of-Term Report to the ACHA national office for review by the BOD during the Annual Meeting.				X								
Make personal travel arrangements for Annual Meeting				X								
Review Coalition Articles of Operation and the ACHA Bylaws prior to and during Annual Meeting coalition meeting.				X	X							
Make plans in your Annual Meeting schedule to attend all appropriate functions:												
Tuesday - Leadership Lunch					X							
Coalition Meeting (Various days and times)					X							
Wednesday - Opening General Session					X							
Thursday - Open Forum with the BOD					X							
Friday - Assembly of Representatives					X							
Saturday - Presidential Session					X							
Conduct coalition officer elections either prior to or during the annual meeting.					X							
If you are a newly elected coalition leader, contact the outgoing coalition leader for updates and continuity considerations.					X							
Set up e-mail groups for coalition colleagues to facilitate communication.						X						
Schedule coalition conference call to complete unfinished business from the Annual Meeting.						X						
Provide updated coalition leadership information to the national office in order to update the ACHA website.						X						
Receive communication from the President with Board and Staff Liaison contact information, budget and report deadlines.							X					
Contact BOD Liaison to check-in/share any pertinent info.								X				
Submit next calendar year's budget request to the ACHA national office.								X				
Review coalition Articles of Operation and review any ACHA Bylaws amendments that may apply to coalitions. Propose Articles of Operations revisions, if applicable, and forward to the Bylaws Committee for consideration.										X		