MASTER PLANNING CALENDAR	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
SECTIONS												
Identify potential section leaders among your colleagues; mentor and coach them; engage them in section projects and activities; continuously cultivate new leadership from within the membership of the section.	Х	Х	Х	Х	Х	Х	Х	х	Х	Х	Х	Х
Regularly visit ACHA website http://www.acha.org	X	Х	X	Χ	Χ	X	Х	Х	Х	X	X	Х
Contact your Board of Directors (BOD) Liaison to discuss any items that should be presented on behalf of the Section at the Winter BOD meeting in early February.	х											
Submit Mid-Term report to the ACHA national office for review by the BOD during their winter meeting.	×											
Register for the Annual Meeting & make hotel reservations		Х										
Receive notification of the section's BOD approved budget for this calendar year (if applicable).		Х										
Conduct Section EC conference call to discuss Section meetings and planned activities at the Annual Meeting.				Х								
Contact your BOD Liaison to discuss any items that should be presented on behalf of the Section at the Annual Meeting BOD meeting.		_		Х								
Submit Section End-of-Term Report to the ACHA national office for review by the BOD during the Annual Meeting.				Х								
Make personal travel arrangements for Annual Meeting				Х								
Review Section Articles of Operation and the ACHA Bylaws prior to and during Annual Meeting Section meetings.				Х	Х							
Make plans in your Annual Meeting schedule to attend all appropriate functions:												
Tuesday - Leadership Lunch					Χ							
Wednesday - Section Meeting					Х							
Wednesday - Opening General Session					X							
Thursday - Open Forum with the BOD					X							
Friday - Assembly of Representatives					X							
Saturday - Presidential Session					X							
If you are a newly elected Section leader, contact the outgoing Section leader for updates and continuity considerations.					Х							
Set up e-mail groups for section colleagues to facilitate												
communication.						Х						
Schedule Section EC conference call to complete unfinished business from the Annual Meeting.						Х						
Receive communication from the President with Board and Staff Liaison contact information, budget and report deadlines.							Х					
Contact BOD Liaison to check-in/share any pertinent info.									Х			
Submit next calendar year's budget request to the ACHA national office.									Х			
Review Section Articles of Operation and review any ACHA Bylaws amendments that may apply to Sections. Propose Articles of Operations revisions, if applicable, and forward to the Bylaws Committee for consideration.										х		
Contact Section planner to discuss their participation at the Annual Meeting Program Planning Committee meeting.										Х		
Schedule Section EC conference call to discuss Annual Meeting Program Planning Committee progress.											Х	

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Identify potential section leaders among your colleagues; mentor and coach them; engage them in section projects and activities; continuously cultivate new leadership from within the membership of the section.	Х	Х	×	Х	Х	Х	х	Х	Х	Х	Х	Х
Make preparations for Section Officer Elections. Promote officer nominations among Section members.									Х	Х	Х	Х
Forward Section Candidates for Chair-elect, Secretary and/or Program Planner-elect to the national office for the next national election ballot.												Х