

MASTER PLANNING CALENDAR COMMITTEES AND TASK FORCES	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 Committee conference calls periodically (depending on Committee requirements) during the program year (annual meeting to annual meeting) to fulfill the Committee's Presidential charge and to work on 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) Liaison to discuss any items that should be presented on behalf of the Committee at the Winter BOD meeting in early February.	X											
Submit Committee 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 from the national office on a BOD approved Committee budget for this calendar year (if applicable).		X										
Conduct Committee conference call to discuss the upcoming Annual Meeting, Committee meeting and planned activities.				X								
Contact your BOD Liaison to discuss any items that should be presented on behalf of the Committee at the Annual Meeting BOD meeting.				X								
Submit Committee 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 Committee's Presidential Charge prior to and during Annual Meeting Committee meeting.					X							
Make plans in your Annual Meeting schedule to attend all appropriate functions:												
Tuesday - Leadership Lunch					X							
Committee Meeting (Various Days and Times)					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 - Presidential Session					X							
If you are a newly appointed Committee Chair, contact the outgoing Committee Chair for updates and continuity considerations.					X							
Set up an e-mail group for Committee members to facilitate communication.						X						
Schedule Committee conference call to complete unfinished business from the Annual Meeting.						X						
Receive Chair appointment communication from the President; this program year's charge; potential Committee member list (based on Committee's end of term report); Board and Staff Liaison contact information; budget and report deadlines.							X					
Confirm this year's Committee membership with the national office. Subsequently, President appoints Committee members for this program year.									X			
Contact BOD Liaison and Staff Liaison to check-in/share any pertinent info since the annual meeting.									X			
Submit next calendar year's budget request to the national office.									X			