

2018-19 TIMELINE FOR CHAPTER LEADERS

Month	Task (T) Meeting (M) Deadline (D)	Responsibility	Due
April 2018	T – Subscribe to Chapter Leaders Online Community T – Subscribe to Business Partner Relations Listserv	All chapter officers President or as assigned	04/2018 04/2018
May 2018	T – Identify attendee(s) and register for Chapter Leadership Institute – Denver, CO M – Attend Regional Council Meeting –National Harbor, MD M – Attend ALA Annual Conference – National Harbor, MD	President-Elect/Board President or Designee President	05/2018 05/3-6/2018 05/3-6/2018
June 2018	T – Regional Council Representative (or designee) reports to Chapter on Council Meeting	President or designee	06/2018
July 2018	D – CLI Registration Deadline M – Attend Chapter Leadership Institute – Denver, CO D – Complete and submit chapter compliance certification to ALA Headquarters D – Recommendations due for ALA Regional Representatives and Board of Directors	President-Elect/Board President-Elect/Board President All Members	07/07/18 07/19-21/18 07/2018 07/31/18
August 2018	T – Renew or Secure Fidelity Bond Insurance through ALA Headquarters	President or designee	08/2018
Sept. 2018 - Oct. 2018	M – Attend Regional Legal Management Conference	All Members	09/2018 – 10/2018
December 2018	T – Remind chapter members to renew their ALA membership	President or designee	12/2018
January 2019	D – IDEA Awards Entries due to ALA Headquarters D – Quest Award Entries due to ALA Headquarters D – Elevate ALA Award Entries due to ALA Headquarters	President-Elect/Board President-Elect/Board President-Elect/Board	01/2019 01/2019 01/2019
February 2019	D – Presidents’ Award of Excellences entries due to ALA Headquarters	President	02/28/19
March 2019	T – Submit list of new chapter officers to ALA Headquarters T – Submit photo of current Chapter President to ALA Headquarters T – Perform annual audit and file tax return D – Submit updated Chapter Profile, Business Partner Profile & Strategic Alliance Profile	President or designee President President or designee President or designee	03/2019 03/2019 03/2019 03/2019