

2019-20 TIMELINE FOR CHAPTER LEADERS

Month	Task (T) Meeting (M) Deadline (D)	Responsibility	Due
April 2019	T – Subscribe to Chapter Leaders Online Community T – Subscribe to Business Partner Relations Listserv M – Attend one of the Meet the Chapter Resource Team Meetings –Grapevine, TX M – Attend ALA Annual Conference – Grapevine, TX	All chapter officers President or as assigned President or Designee President	04/2019 04/2019 04/15,17/2019 04/14-17/2019
May 2019	T – Identify attendee(s) and register for Chapter Leadership Institute – Louisville, KY	President-Elect, and Incoming/Continuing Board Members	05/2019
July 2019	D – CLI Registration Deadline M – Attend Chapter Leadership Institute – Louisville, KY D – Complete and submit the requisite form attesting the chapter's compliance with ALA bylaws and established chapter performance objectives D – Recommendations due for all volunteer roles at the international level (Board of Directors, Chapter Resources Team, committee service, etc.)	President-Elect/Board President-Elect/Board President All Members	07/2019 07/25-27/2019 07/2019 07/31/19
August 2019	T – Renew or Secure Fidelity Bond Insurance through ALA Headquarters T – Encourage member attendance at the C4 The Legal Industry Conference (Boston, MD) and ALA Master Class: Leadership for Legal Management Professionals (Seattle, WA)	President or designee President or designee	08/2019 08/2019
December 2019	T – Remind chapter members to renew their ALA membership 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 or designee President-Elect/Board President-Elect/Board President-Elect/Board	12/2019 12/2019 12/2019 12/2019
January 2020	T – Verify all chapter members have renewed their ALA membership	President-Elect/Board	01/2020
February 2020	D – Presidents' Award of Excellences entries due to ALA Headquarters	President	02/28/20
March 2020	T – Submit list of new chapter officers to ALA Headquarters T – Submit photo of incoming 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	03/2020 03/2020 03/2020 03/2020