

Chapter Planning Deadlines

August

- Update online chapter biographical form.
- Verify that AALLNet accurately lists the current information in your chapter profile. Work with the Council Chair to correct any errors.

September

- If an Executive Board Member is visiting your chapter in the Fall, communicate with him/her regarding chapter visit details.
- ALLUNY President: Give the name and e-mail address of your incoming VP to the Council Chair as soon as you know it. Review your chapter profile on AALLNet.

October

- AALL Annual Meeting Scheduling Forms will be sent to Chapter Presidents. They must be returned by November 1. You will need to specify the room set-ups and AV requirements for any function you wish to schedule on behalf of your chapter, e.g., a reception. If your chapter is not planning to sponsor any activities, simply check the box by "We WILL NOT be holding a function at the Annual Meeting," and return the form by the deadline.
- Agenda items for the Fall Executive Board Meeting are due five weeks before the meeting. If you would like any issue raised pertaining to chapters, contact the Council Chair.
- October 20 – Payment for chapter liability insurance is due.
- MAALL, ORALL and WestPac Presidents: Give the name and e-mail address of your incoming VP to the Council Chair as soon as you know it. Review your chapter profile on AALLNet.

November

- November 1 – Deadline for return of Annual Meeting scheduling forms.

December

- December 1 – Copy deadline for Annual Meeting preliminary program.
- Mid-December – Coordinators of Annual Meeting events will be sent information regarding the Annual Meeting planning process.
- Ensure that your chapter has funding to send a delegate in conjunction with the Chapter VIP program.

January

- January 15 – Ten chapter presidents will receive information about Annual Meeting registration awards. Each year, 10 chapters receive one free full Annual Meeting registration.

- If an Executive Board Member is visiting your chapter in the Spring, communicate with him/her regarding chapter visit details.
- Nominations for the next Council Chair are sought between January 15 and February 15.
- Identify possible VIP delegates for your chapter.

February

- February 1 – Deadline for Chapter Professional Development awards nominations.
- February 15 – Chapter presidents will be sent information about reserving space in the Annual Meeting activities area.
- February 15 - Equipment requests and food and beverage order forms for Annual Meeting events are mailed to chapters. If your chapter is planning a reception or any other function which involves food and beverages, this is the form you'll use.
- Agenda items for the Spring Executive Board Meeting are due five weeks before the meeting. If you would like any issue raised pertaining to chapters, contact the Council Chair.
- Extend invitations to possible VIP delegates (earlier, if possible).

March

- Plan on attending leadership training and the Council Meeting on the Saturday of the AALL Annual Meeting. If you can't go, send a representative.
- SWALL and SEAALL Presidents: Give the name and e-mail address of your incoming VP to the Council Chair as soon as you know it. Review your chapter profile on AALLNet.
- Election of next Chair of the Council of Chapter Presidents will be held. One vote per chapter.

April

- April 15 – Deadline for signing up for space in the Annual Meeting activities area.
- Annual Meeting signage request forms are sent to Chapter presidents.
- VALL and WPLLA Presidents: Give the name and e-mail address of your incoming VP to the Council Chair as soon as you know it. Review your chapter profile on AALLNet.
- By the end of April or early May, chapter presidents and vice-presidents will receive information describing the chapter leadership roundtables held during the Annual Meeting. In the past, topics have included government relations, treasurer training, public relations, meeting management, and membership recruitment. The roundtables are scheduled for various days and times during the Annual Meeting. Chapters are encouraged to send at least one person to each roundtable.

- By the end of April or early May, chapter presidents and vice-presidents will receive information describing the Chapter professional development and leadership training held the Saturday of the Annual Meeting. All individuals who are chapter presidents or vice-presidents at the time of the Annual Meeting are expected to attend. If neither can attend, please name an alternate, preferably someone in a leadership position for your chapter such as another board member or a committee chair.
- AALL Headquarters will send chapter presidents the necessary information for registering your VIPs for the Annual Meeting.

May

- Agenda items for the July Executive Board Meeting are due five weeks before the meeting. If you would like any issue raised pertaining to chapters, contact the Council Chair.
- Incoming presidents of all chapters holding elections May-July: Give the name and e-mail address of your incoming VP to the Council Chair as soon as you know it. Review your chapter profile on AALLNet.
- End of May – All presidents and vice-presidents are invited to a luncheon the Saturday of the annual meeting. Reservations for the luncheon are due to the Council Chair.
- Chapter presidents are notified of the need to complete a Chapter Biography.
- Schedule escorts for your VIPs at the Annual Meeting.

June

- June 1 – Deadline for food and beverage final counts.
- Deadline for annual reports is in June. Chapter presidents will be notified of the actual date.

July

- Attend chapter leadership training activities at the Annual Meeting.