

IAAP Alabama Division Board Job Descriptions

ALL DIVISION BOARD MEMBERS

1. Serve as board contact to Division committees and chapters as assigned and contact at least once a month to keep current on committee and chapter activities.
2. Solicit reports from assigned board contacts (Chapters and Committee Chairs) prior to Division Board Meetings (*except for Board meeting at Division Annual Meeting*). Supply Secretary with electronic copies to be included in minutes.
3. Submit four articles each year for the Alabama in Review by requested deadline date.
4. Submit a complete written report concerning the office to be included as a part of the annual meeting program and annual meeting minutes. Give a 3-minute oral report at the Division Meeting summarizing written report.
5. Read and be familiar with all job descriptions.
6. Attend all Division Meetings and Events. Registration fees are waived for Board Members.
7. Keep all board members fully informed at all times regarding activities relevant to division business.
8. Perform the duties prescribed by the Division Bylaws and Standing Rules and by the Parliamentary Authority adopted by IAAP.
9. Review and suggest changes as necessary to the Division Board Job Descriptions, Division Committee Job Descriptions, Division Annual Meeting Guidelines and Division PESC Guidelines and other various official Division documents.
10. Review and suggest changes to the Division Bylaws and Standing Rules to be discussed by the board.
11. All records pertaining to any office are the property of the Division. Each officer with the exception of Treasurer shall within 15 days after the end of the term of office transfer to the successor the files and records of the office. The Treasurer shall within 15 days following the close of the fiscal year deliver the books and records of the office to the person or persons appointed to make the audit. Any person vacating office at any time except at the regular expiration of the term of office shall transfer the records of office as directed by the Board of Directors.
- 12. When transferring files, make sure that as many files as possible are electronic and archived to USB drive and/or CD. Forward copies of all electronic documents to webmaster.**
- 13. Perform other duties as assigned by the president or division board of directors.**

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IAAP DIVISION PRESIDENT

Serves as Chief Executive Officer of the division; coordinates and oversees all division affairs according to the bylaws; acts as a spokesperson for and promotes the mission and programs of IAAP; models, motivates, and provides leadership and guidance to all members and chapters; and helps fulfill the purposes of the organization through membership growth and retention, including: the retention of existing members, the recruitment of new members, the strengthening of weak or aging chapters, the development of new IAAP chapters and IAAP student chapters; and the disbandment of chapters if needed.

1. Preside at all division meetings and official activities.
2. Ensure that the bylaws and policies of IAAP are followed.
3. With Board approval, appoint chairs/directors to all committees except Nominations and Finance, and serve as an ex-officio member of all committees except Nominations.
4. Generally oversee the finances of the division.
5. Call all meetings of the Board of Directors.
6. Communicate as necessary with the Southeast District Director.
7. Communicate regularly with Division Board Members, Division Committee Chairs/Directors, Chapter Presidents, Student Advisors and DMAL and IMAL members.
8. Communicate necessary information from the Board and headquarters to Chapter Presidents and DMAL.
9. Represent the organization publicly as a spokesperson to promote the best interests of IAAP and to disseminate positive and accurate information about the office support profession, including Administrative Professionals Week and Day.
10. Develop a division growth goal and communicate it to all division members throughout the year.
11. With the division membership chairman, stimulate member interest in membership growth through the development of division-wide incentive and recognition programs.
12. With the Division Chapter Development Committee, provide motivation and assistance to chapters in developing new IAAP chapters and student chapters within and in neighboring communities.
13. With the Division Chapter Development Committee, work with weak chapters to facilitate growth and viability.
14. Consult with chapter leaders to ensure regular use of IAAP leadership and marketing materials.
15. Encourage annual participation of all chapters in the IAAP Membership Drive program.
16. Assist in planning other official division functions, as needed.
17. Represent the division at the International EFAM as Division Delegate. Expenses are budgeted and typically include registration, airfare, lodging (shared with Alternate) and some expenses. Reimbursement for additional expenses requires original receipts (funds are available after July 1).
18. With the membership chair, follow up on membership and new chapter inquiries forwarded from headquarters.
19. Maintain awareness of membership benefits/association programs/activities, and participate when possible.
20. Be bonded in an amount prescribed by the division board of directors; the premium to be paid from division funds.
21. Approve all expenses from Division Funds and co-sign checks.

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22. Update or appoint someone to update the Division Brochure.
24. Prepare agenda for all board meetings, including any items that the board members request be added. Make copies for all board members.
25. Subject to the approval of the Board of Directors, appoint a Division Board Contact for each Chapter.
26. Organize Leadership Advance. Event is to develop Division leaders and should have no registration fee. Communicate event to pertinent members.
27. Pass records to President-Elect electronically.
28. Serve as Board Contact for Chapters and the following Division Committees: Division Meeting, Division PESC, Membership, Chapter Development, IMAL, and DMAL.

DIVISION MEETING PREPARATION/FOLLOW-UP

1. Assist in planning and directing the Division Annual Meeting.
2. Assist in planning and directing the Division Professional Education and Student Conference.
3. Plan Division PESC afternoon workshop.
4. Prepare official agenda for Division Annual Meeting and Division PESC. Ensure that Division Board and Coordinators approve prior to publication.
5. Prepare official script for Division Annual Meeting and Division PESC. Distribute to Division Board Members at least 2 weeks prior to the event. Ensure that copies are available for all board members and Division Meeting Coordinators. Also need to make an extra copy that will serve as the official Podium Script.
6. Arrange to have computer/printer available for last minute changes to script, print awards, etc. Remind board members to bring electronic files with them that might need to be modified.
8. Remember to bring gavel and IAAP banner to Division Meeting and all official Division events.

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IAAP DIVISION PRESIDENT-ELECT

Specific Job Tasks:

1. In the event of a vacancy in the office of president, succeed to that office for the unexpired term, and continue in the office of president the following year.
2. In the absence of the president, act as the presiding officer of all division meetings or meetings of the division board of directors.
3. If elected to the office of president-elect, succeed automatically to the office of president at the conclusion of the term as president-elect.
4. Serve as point person to collect data and oversee creation and posting to website of master Division calendar.
5. Request host chapter for Division PESC and meeting coordinator for Division Annual Meeting in year serving as Division President.
6. Represent the division at the Incoming Division Presidents Conference (IDPC) held in the spring in Kansas City, MO. You will be contacted by IAAP HQ to make arrangements to attend. IAAP HQ will pay for hotel and flight expenses. Additional expenses may be covered by the Division if budgeted. Reimbursement for additional expenses requires original receipts.
7. In the spring, Appoint Parliamentary Advisor, Division Committees and Directors to serve during year as President.
8. Responsible for preparing a division directory of division officers, chapter officers, members-at-large, committee chairmen and committee members, division representatives serving on the international level, and other information as determined by the board of directors and have published on Division website. Notifications should be sent to Division Officers, International Director Southeast District, Chapter Presidents, Division members-at-large, Division committee chairmen and members.
9. Obtain Chapter and MAL rosters from HQ website by July 31 and save in Excel format for posting on Division website.
10. In the absence of the President, approve expenses from Division Funds and co-sign checks. Approve expenditures of the Division President and co-sign checks written to the Division President.
11. Be bonded in an amount prescribed by the division board of directors; the premium to be paid from division funds.
12. Appoint Finance and Nominations Committees chairs at beginning of term.
13. Serve as member of the Finance Committee.
14. Responsible for setting up Dutch Treat Luncheon for Division Board and Student Advisors Friday of PESC.
15. Serve as Board Contact for Chapters and the following Division Committees: Finance, Nominations, Website, Division Meeting and Division PESC.
16. Maintains Division Award criteria and evaluate chapter numbers for division of awards.

DIVISION MEETING PREPARATION/FOLLOW-UP

1. Work with the Finance Committee, Treasurer and the Board of Directors to prepare a proposed budget for the upcoming year. Should present draft of proposed budget at Winter Board Meeting for board approval.
2. Conduct Leadership Workshop at Division Meeting (Sunday morning). Invite all incoming Chapter Presidents and Division Committee Directors and Chairs/Members to attend this

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- meeting (some of them may not know that they need to attend). May need to contact the current Chapter Presidents to find out who the incoming Chapter President will be and create a distribution list.
3. Ensure that candidates for office (if elected) and appointed Parliamentary Advisor know that they will need to stay for Sunday morning Leadership Meeting and Division Board Meeting.
 4. Responsible for Division Master Calendar (to be published on Division website).
 5. Responsible for ordering Past Division President's pin.
 6. Responsible for ordering Division President's plaque.
 7. Responsible for preparing and framing Division President's resolution.
 8. Responsible for obtaining Outgoing Division President's gift from the Division Board (divide expense between board members).
 9. Work on the officer installation script and ask anyone that you would like to help with your installation ceremony. It's your installation so you can do whatever you want with it and use anyone that you would like to include.
 10. Create an agenda and be prepared for Incoming Board Meeting (Sunday morning).
 11. Remind the coordinators/hosts for the upcoming PESC and Division Meeting (during your year as President) that they need to extend an invitation at the Division Meeting/PESC to attend their meeting. A flyer with the dates, proposed agenda and location of the meeting should be prepared, along with any other information they want to share (brochures about city, info on seminars/speakers, etc.).
 12. Remind the current division officers to bring their officer pins to the Division Meeting and collect the officer pins at the close of the business session on Saturday so that one person has them all for the installation ceremony on Saturday evening.
 13. Make sure the Finance Committee Chairman is prepared to present the Proposed Budget for upcoming year and provides copies for Division Officers and Chapter Delegates/Alternates.

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IAAP DIVISION VICE PRESIDENT

Specific Job Tasks:

1. In the event of vacancies in the offices of president and president-elect, succeed to the office of president for the unexpired term.
2. In the absence of the President and President-Elect, serve as presiding officer at all Division meetings or at meetings of the Board of Directors.
3. Provide camera (if requested by President) and take photos during board meetings and during other Division meetings and events.
4. Maintains Chapter of the Year criteria.
5. Coordinate publication and distribution of the *Alabama in Review* newsletter four (4) times per year. Contact Chapter Presidents, Division Officers and Division Committee Chairmen/Directors to remind of deadline for AIR articles. Notification that the newsletter has been posted on the Division Website should be sent to the Division Board of Directors, Division members-at-large, chapter presidents, and Southeast District Director.
 - The deadline is the 15th of the month prior to the publish date.
 - July - September publish October 1st
 - October - December publish January 1st
 - January - March publish April 1st
 - April - June publish July 1st
6. Serve as Board Contact for Chapters and the following Division Committees: APW, Student Program.

DIVISION MEETING PREPARATION/FOLLOW-UP

1. Responsible for leading Pledge of Allegiance at Division Meetings.
2. Responsible for planning Past Division President's Luncheon to be held on Friday of the Division Meeting (dutch treat). This includes creating and mailing invitations to all Past Division Presidents.
3. Responsible for purchasing scrapbook, plate for scrapbook and scrapbook supplies (photo tape, paper, stickers, etc.). Responsible for collecting and assembling Division Scrapbook to be presented to Outgoing Division President at Awards Banquet during Division Meeting.
4. Presides during the Division APY Event when the President, President-Elect, APY Committee and Panelists leave the room to tally the votes.
5. Ensures that Division Chapter of the Year Award has been advertised to Chapter Presidents. Compiles applications for Chapter of the Year and notifies Division President of recipient.
6. Reminds previous Chapter of the Year award recipients to bring Chapter of the Year banner to the Division Meeting and give to Division Secretary on Friday or Saturday morning.

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IAAP DIVISION SECRETARY

Specific Job Tasks:

1. Assume all duties of the secretary at the meetings of the division and the board of directors.
2. Complete board meeting minutes within 30 days of Board meeting, send electronically to Division President. After Division President reviews, distribute to board members so they can review prior to the next board meeting. (Suggest having recording device available for board meetings to capture all discussion.)
3. Ensure that business conducted between board meetings are included in the next Board Meeting minutes and include dates approved.
4. Prepare correspondence as authorized by the board of directors.
5. Attest all documents required for execution by the president.
6. Send cards to Division Members (sympathy, get well, congratulations, etc.) as directed.
7. Prepare press releases as requested (new officers elected, awards, events, etc.)
8. Maintain a permanent record of the History of the Alabama Division.
9. Maintain Division Rotation schedule for Division Meeting.
10. Maintain guidelines for Division Meeting. Recommended changes should be received within 30 days of the close of the meeting and presented to the Division Board for approval at the Fall Board Meeting. Submit updated version to the Website Committee for posting on the Division website.
11. Maintain guidelines for Professional Education and Student Conference (PESC). Recommended changes should be received within 30 days of the close of the meeting and presented to the Division Board for approval at the Spring Board Meeting. Submit updated version to the Website Committee for posting on the Division website.
12. Serve as Board Contact for Chapters and the following Division Committees: Certification, Professional Development.

DIVISION MEETING PREPARATION/FOLLOW-UP

1. Prepare minutes of annual meeting and, upon approval by the Division President that presided over the annual meeting, submit (with all attachments) to webmaster for posting on Division website.
2. Notify all chapter presidents and members-at-large at least 10 days prior to the scheduled date in the event a special meeting is called either by chapter or the division board of directors.
3. Request reports from all Division Officers, Division Committee Chairmen/Directors, Chapter Presidents and Student Advisors to be submitted for distribution at annual meeting and to be used as attachments to the annual meeting minutes. Coordinate with someone from Division Meeting committee to ensure they receive copies of the reports to include in participant books. Deadline should be at least 3 weeks prior to the Division Meeting date to allow time for printing.
4. Collects list of Certification holders from Division President to be printed in the Division Annual Meeting Program Book.
5. Verify the credentials (current membership and approval by Chapter) of Chapter and DMAL Delegates and Alternates to the annual meeting. Obtains certified registration

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forms from Division Meeting Registration Chairman.

6. Obtain data from Division President for all Division Awards approved by Division Board and prepares all Award Certificates for the Division Meeting (excludes Professional Development Honor Roll) in collaboration with Division President.
7. Prepares and frames resolution(s) to be presented to Division Meeting Coordinators (Annual Meeting and PESC).
8. Purchases blank certificates and certificate jackets as needed.
 - o Prepares Certificates of Appreciation for Division Meeting Coordinators (Annual Meeting and PESC).
 - o Prepares Certificates of Appreciation for Chapter Presidents and Division Directors/Committee Members.
9. Perform the following functions at the annual meeting:
 - o Call roll.
 - o Present the annual meeting rules for adoption at the annual meeting.
 - o Present the meeting program for adoption during the annual meeting.
 - o Read correspondence.
 - o Maintain records of the annual meeting as part of the permanent records of the division.
10. At least 45 days prior to the Annual Meeting, the Secretary shall ensure that written notice has been communicated to all chapter presidents and Division members-at-large the draft of the proposed business agenda to be considered at the Annual Meeting and time and place of the Meeting.
11. At least 45 days prior to the Professional Education and Student Conference, the Secretary shall ensure that written notice has been communicated to all chapter presidents and members-at-large the draft of the proposed agenda and time and place of the PESC.

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IAAP DIVISION TREASURER

(The Finance Section, Section 5 of the *IAAP Division Leader's Guide* shall be the treasurer's authority for procedures and systems not specifically covered in this job description).

Specific Job Tasks:

1. Have custody of all division funds, which shall be deposited in an accredited financial institution.
2. Keep a record of all income and expenses (use spreadsheet template provided by International).
3. Disburse funds promptly only as authorized either by specific action, upon receipt of original invoices (vouchers) with proper approval, or by the budget to be adopted and administered by the board of directors. Two signatures are required for all checks. President and Treasurer should be the normal two signatures except in the case it is one of them being reimbursed. (President-Elect should be second signature if it is President or Treasurer being reimbursed.)
4. Countersigns all checks drawn on Division funds.
5. Be bonded in an amount prescribed by the division board of directors; the premium to be paid from division funds.
6. Collect dues of the division.
 - o Dues received from Headquarters shall be recorded in the month dues are received
 - o The activity report received from Headquarters and any paperwork received from chapters to substantiate division members' dues shall be attached to the proper deposit receipt as support for the deposit
7. The retiring treasurer shall forward dues and reports postmarked on and after July 1 to the newly elected treasurer along with the last bank statement that should be unopened.
8. Open and close division bank accounts as necessary for the business of the division.
9. The retiring treasurer shall supply to the newly elected treasurer an updated Chart of Accounts and a list of remaining unaudited balances as of June 30.
10. Inform the board of any changes of the division's financial status that would impact the financial statements. Such changes may be amounts over or under the approved budget. The treasurer shall be responsible for obtaining board approval for necessary budget revisions.
11. Prepare financial statements for all board meetings.
12. As of June 30, unaudited financial statements shall be prepared for the Audit Committee and board members.
13. Make the records of the treasurer open to inspection at all times by the board of directors and available for audit.
14. On or before July 15, the treasurer shall deliver to the Audit Committee Chairman the following: various financial statements, bank statements, a copy of the approved budget and any revisions, if applicable, and support documentation of all income and expenses.
15. After audit is completed on the Division General Operating Account, the Audit Committee Chairman shall forward the audit report to the Division Immediate Past President. Once accepted, the audit report should be sent to current and immediate past division officers.
16. Responsible for making hotel reservations for Division Board for PESC, Winter Board Meeting and Division Meeting. Typically reserve 3 rooms (1 suite & 2 regular rooms or 3 regular rooms).

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17. Be responsible for bond renewal for the President, President-Elect, Treasurer, and Division Meeting Event Coordinator and Division Meeting Event Finance Chairman (renew every 3 years).
18. The Alabama Division Treasurer will maintain an IAAP Division Scholarship Fund. Scholarships will be funded with donations by Chapters, fundraisers, etc. Scholarships will be awarded based on the funding available as of July 1.
19. Maintain Articles of Incorporation for Alabama Division.
20. Prepare Financial Statements monthly.
21. Distribute Financial Statements to Division board members monthly.
22. Distribute Financial Statement to Chapter Presidents quarterly.
23. Presents Audit Report for General Operating Fund and Division Meeting at Fall board meeting.
24. Presents Audit Report for Division PESC and Scholarship Account at Spring board meeting.
25. Mail Student Scholarship funds to colleges when scholarship recipient enrolls or registers.
26. Transfers budgeted scholarship funds to scholarship account if board approves at outgoing board meeting.
27. Appoint Audit Committee at beginning of term.
28. Serve as member of the Finance Committee.
29. Serve as Board Contact for Chapters and the following Division Committees: Audit, R&E and RTF.

DIVISION MEETING PREPARATION/FOLLOW-UP

1. Prepare Financial Statement (Budget vs. Expenditures) as of April 30 to include in Treasurer's Year-End Report.
2. Make sure Division Meeting and Division PESC Accounts are transferred in a timely manner with a \$1,000 balance.
3. Responsible for working with Division Meeting and Division PESC Finance Committee/Coordinators to open and close seasonal credit card account for the Division PESC and the Division Meeting.
4. After audit is completed on Division Meeting and Division PESC accounts, the Audit Committee Chairman shall forward the audit report to the Division President. Once the board approves, the audit report should be sent to the Coordinators and Finance Chairman of the event.
5. Responsible for purchasing gift(s) for the Division Meeting Coordinators (Annual Meeting and PESC). Inquire with Division President as to what gift to purchase. Cost of the gift(s) will be paid from the Division General Operating Account. Division President will present gifts to the coordinators at the conclusion of the meeting.
6. Collect money from Division fundraisers and deposit in a timely manner.
7. Forward contributions for RTF and R&E to International HQ prior to the June 30 deadline to ensure that proper credit is received in current year.
8. Ensure signature cards for Division Meeting and Division PESC Accounts are transferred to new coordinators as soon as audit is completed.
9. Order Board Member nametags for upcoming year.

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IAAP DIVISION IMMEDIATE PAST PRESIDENT

1. Serves on Division Board in an advisory capacity (has no vote).
2. Works on Special Projects as assigned by the President and/or Board.
3. Maintains Board Job Descriptions. Suggested changes should be collected from Board Members and discussed at the final board meeting of the year (Thursday prior to the Division Meeting). Approved changes should be incorporated and an updated version should be submitted to the Division Web Site Committee Chairman for posting.
4. Maintains Committee Job Descriptions. Suggested changes should be collected from Committee Chairs and discussed at the final board meeting of the year (Thursday prior to the Division Meeting). Approved changes should be incorporated and an updated version should be submitted to the Division Web Site Committee Chairman for posting.
5. Assists the President and Board Members as needed.
6. Serve as member of the APY Committee.
7. Serve as Board Contact for Chapters and the following Division Committees: APY, Bylaws and Standing Rules
8. Represent the division at the International Convention as Division Alternate Delegate. Expenses are budgeted and typically include registration and lodging (shared with Delegate) and some expenses. Reimbursement for additional expenses requires original receipts (funds are available after July 1).

IAAP DIVISION PARLIAMENTARY ADVISOR

1. Attends all Board and Division Meetings and serves as Parliamentary Advisor.
2. Have available at all meetings up-to-date copies of International Bylaws and Standing Rules, Division Bylaws and Standing Rules and Roberts Rules of Order.

DIVISION MEETING PREPARATION/FOLLOW-UP

1. Responsible for Division Member at Large Meeting held on Saturday morning of the Division Annual Meeting.
2. Coordinates Division Delegate's meeting held on Saturday morning of the Division Annual Meeting.

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BOARD MEETING AGENDA ITEMS

ALL BOARD MEETINGS

1. Financial Reports
2. Board Meeting Minutes
3. Scoreboard
4. Expense Vouchers

Incoming Board Meeting (Sunday following Division Meeting)

1. Assign Board Contacts (President)
2. Transfer signature cards (Treasurer)
3. Order new name badges for Board (Treasurer)
4. Waiving of Division Dues for Student Members (President)
5. Waiving of Professional Dues during APW (President)
6. Review PESC Guidelines (Secretary) – (These should be sent to any candidate for the board not currently serving on the board so they can be prepared to review at this meeting.)
7. Discuss dates for Fall Board Meeting (President)

Fall Board Meeting (Friday prior to Division Leadership Advance)

1. Board Contact Reports (All)
2. Approve Division Annual Meeting Minutes for distribution (Secretary)
3. Accept Audit Report (Treasurer)
4. Accept Financial Report from Division Meeting (Treasurer)
5. Review Division Meeting Guidelines (President-Elect)
6. Review Division Meeting Rotation Schedule (Secretary)
7. Review APY (Administrative Professional of the Year) Guidelines (APY Committee Chair to President)
8. Review Professional Development Form (Professional Development Director to President)
9. Review Division Award Criteria (Vice President)
10. Review Chapter of the Year Criteria and evaluate chapter numbers for division of awards (Vice President)
11. Review Division Board Nominations for coming year (Nominations Committee Chair to President)
12. Discuss dates for Winter Board Meeting (President)

Winter Board Meeting (Thursday prior to PESC)

1. Board Contact Reports (All)
2. Proposed Budget for coming year (President-Elect)
3. Appoint Delegate and Alternate to attend International Convention; send uninstructed (President)
4. Review Proposed Amendments to the Division Bylaws and Standing Rules (Bylaws and Standing Rules Chair to President)
5. Review Division Meeting Rules (President)
6. Student Conference Scholarship Recommendation (Student Conference Chair to President)
7. Review script for PESC (President)

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Outgoing Board Meeting (Thursday prior to Division Meeting)

1. Review Division Board Job Descriptions (Immediate Past President)
2. Review Division Committee Job Descriptions (Immediate Past President)
3. Accept Financial Report from Division PESC (Treasurer)
4. Transfer Budgeted Scholarship Funds to Scholarship Account, if approved (President/Treasurer)
5. Review any last minute details pertaining to Division Meeting with Coordinators (Entire Board)
6. Review Script for Division Meeting (President) and fill in missing information (Entire Board)

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DEADLINES (Reminders should be sent out at least 2 weeks prior to event)

July 1	New Officer and Committee Chair form due to HQ (with copy to Division President)
July 1	<i>Alabama in Review</i> – Summer Edition Published
July 31	Division President-Elect verifies that all membership rosters have been forwarded to the Division Website Committee Chairman by Division Board members.
July 31	Complete audit on Division Operating Account
August 1	Submit proposed changes to the Division Meeting Guidelines to Division Secretary
August 15	Deadline for November Certification Exams
September 15	<i>Alabama in Review</i> Articles due to Division Vice President
October 1	<i>Alabama in Review</i> – Fall Edition Published
November 15	APY Guidelines Distributed by APY Committee Chairman
November 15	Professional Development Form Distributed by Professional Development Director
December 15	<i>Alabama in Review</i> Articles due to Division Vice President
January 1	<i>Alabama in Review</i> – Winter Edition Published
January 15	Nominations for International Office and Retirement Trust Foundation due to HQ
January 15	Call for Alabama Division Nominations by Nominations Committee Chair
February 15	Deadline for May Certification Exams
February 15	Division Meeting - Submit proposed amendments to the Division Bylaws and Standing Rules Committee
March 15	<i>Alabama in Review</i> Articles due to Division Vice President
March 15	Division Meeting - Nominations for Alabama Division Officers due to Division Nominations Committee
April 1	<i>Alabama in Review</i> – Spring Edition Published
April 15	Division Meeting - Deadline for Chapter to submit paperwork for Chapter APY (Administrative Professional of the Year) to Division APY Director
April 30	IAAP Award for Excellence forms due to HQ
May 1	Division Meeting - List of CPS/CAP Holders and Recertified Members Due to Division Secretary
May 15	Division Meeting - Chapter/Division Year-End Reports Due to Division Secretary
May 15	Chapter of the Year Forms due to Division Vice President
May 15	Division Meeting - Division Professional Development Award Forms due to Professional Development Director
May 20	Division Meeting - Delegate/Alternate Certification Due (on Division Meeting Registration form)
June 1	Submit proposed changes to the Division Board Job Descriptions to Division Immediate Past President
June 1	Submit proposed changes to the Division Committee Job Descriptions to Division Immediate Past President
June 1	Directory information for Incoming Officers and Committee Chairs Due to HQ (Chapter and Division)
June 15	<i>Alabama in Review</i> Articles due to Division Vice President
June 30	Proxy for International Convention Due to HQ if delegate not attending
June 30	Contributions collected for RTF and R&E should be received by HQ to ensure proper credit is received in current year.
June 30	Member, Chapter and Division of Excellence submissions due to HQ