

## 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	Complete audit on Division Operating Account
August 1	Submit proposed changes to the ADAM 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
October 1	<b>Chapter of Excellence</b> – submits annual meeting calendar with education and/or training topics to members with a copy to Division Vice President
October 15	<b>Division of Excellence</b> – Submits Chapter Education/Training Evaluation form to HQ Membership Department
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
December 31	<b>Chapter of Excellence</b> – Submits budget and annual financial review/audit report to the members with a copy to Division Vice President
December 31	<b>Division of Excellence</b> – Submits division budget and annual division financial review/audit report to International Treasurer
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	<b>Division of Excellence</b> – Submits Chapter Financial Evaluation form to HQ Membership Department
February 15	Deadline for May Certification Exams
February 15	ADAM – 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	ADAM – Nominations for Alabama Division Officers due to Division Nominations Committee
April 1	<i>Alabama in Review</i> – Spring Edition Published
April 15	ADAM – Deadline for Chapter to submit paperwork for Chapter APY (Administrative Professional of the Year) to Division APY Director
April 30	<b>Chapter of Excellence</b> – Chapter develops and updates business plan. Chapter submits business plan to members with a copy to Division Vice President
April 30	<b>Division of Excellence</b> – Develops and updates division’s business plan. Division submits business plan to International President-Elect
May 1	ADAM – List of CPS/CAP Holders and Recertified Members Due to Division Secretary
May 1	Submit proposed changes to the Division Board Job Descriptions to Division Immediate Past President
May 1	Submit proposed changes to the Division Committee Job Descriptions to Division Immediate Past President
May 15	Chapter of the Year Forms due to Division Vice President
May 15	ADAM – Division Professional Development Award Forms due to Professional Development Director
May 15	<b>Division of Excellence</b> – Submits completed Chapter Business Plan Evaluation form to HQ Membership Department
May 20	ADAM – Delegate/Alternate Certification Due (on ADAM Registration form)
June 1	Directory information for Incoming Officers and Committee Chairs Due to HQ (Chapter and Division)
June 1	<b>Chapter of Excellence</b> – Holds at least one Membership Drive between July 1 and May 31. Chapter

	submits completed Membership Drive Evaluation form to Division Vice President
June 15	<i>Alabama in Review</i> Articles due to Division Vice President
June 15	<b>Division of Excellence</b> – Submits completed Chapter Membership Drive Evaluation form to HQ Membership Department
June 25	<b>Chapter of Excellence</b> – Holds at least one New Member Orientation between July 1 and June 25. Chapter submits New Member Orientation Evaluation Form to Division Vice President
June 30	Proxy for International Convention Due to HQ is delegate not attending
June 30	Contributions collected for RTF should be received by HQ to ensure proper credit is received in current year
June 30	<b>Division of Excellence</b> – Submits completed Chapter New Member Orientation Evaluation form to HQ Membership Department
June 30	<b>Division of Excellence</b> – Submits a completed Division Annual Meeting Credentials Verification form to HQ Membership Department