

## 2008 ACHMM Annual Timeline

### January

- 2<sup>nd</sup> E-Mail Annual Report Form to Past Presidents of Chapters
- 11<sup>th</sup> – 12<sup>th</sup> – First Quarter BoD meeting in Bethesda, MD (Finalize Operating Plan)
- 15<sup>th</sup> Invitation for awards application sent to members from Awards Committee
- 15<sup>th</sup> Newsletter Articles due
- 16<sup>th</sup> Abstracts for 2007 National Conference due
- 31<sup>st</sup> Deadline for Annual Reports from Chapters
- 31<sup>st</sup> Deadline for Annual Review and Update of CHMM Program Profile (SOQ)

### February

- 1<sup>st</sup> Each Chapter Development Committee calls chapter contacts to remind about awards nominations
- 15<sup>th</sup> Newsletter Articles due

### March

- 15<sup>th</sup> Newsletter Articles due
- 20<sup>th</sup> Deadline for Board Book Materials to ACHMM Administrative Assistant
- 20<sup>th</sup> Committee Chairs Submit First Quarter Committee Report to ACHMM Administrative Assistant

### April

- Academy financial audit completed
- 15<sup>th</sup> Newsletter Articles due
- 23<sup>rd</sup> – 26<sup>th</sup> Second Quarter BoD meeting & Chapter Leadership Seminar (Milwaukee, WI)
- 30<sup>th</sup> Deadline for Awards Nominations
- 30<sup>th</sup> Outline for Business Meeting Presentation & Annual Report

### May

- 1<sup>st</sup> Nomination materials due to ACHMM Administrative Assistant for mailing
- 15<sup>th</sup> Newsletter Articles due
- 30<sup>th</sup> Draft for Outline for Business Meeting Presentation & Annual Report

### June

- 1<sup>st</sup> Nomination letter received by members
- 15<sup>th</sup> Newsletter Articles due
- 15<sup>th</sup> Committee budget requests due
- 15<sup>th</sup> Draft updates from BoD and Committees to the Strategic Plan due
- 20<sup>th</sup> Deadline for Board Book Materials to ACHMM Administrative Assistant for Conference Call
- 30<sup>th</sup> Deadline for Annual Report due

### July

- 1<sup>st</sup> Deadline for nominations; IPP begins biography solicitation
- 15<sup>th</sup> Complete Certificates and Letters to present to Milestone Chapters at the Annual Conference
- 15<sup>th</sup> Newsletter Articles due
- Board meeting Conference Call (TBD)

### August

- 1<sup>st</sup> Camera-ready ballots and bios to ACHMM Administrative Assistant for mailing
- 15<sup>th</sup> Newsletter Articles due
- 15<sup>th</sup> Deadline for Business Meeting Presentation
- 15<sup>th</sup> Deadline for Board Book Materials to ACHMM Administrative Assistant.
- 15<sup>th</sup> Committee Chairs Submit Second Quarter Committee Report to ACHMM Administrative Assistant
- 15<sup>th</sup> Vice-President submits draft objectives to ACHMM Administrator for inclusion in Board Book

### September

- 1<sup>st</sup> Ballots received by members
- 6<sup>th</sup> - 10<sup>th</sup> – Third Quarter BoD meeting at the National Conference in Minneapolis, MN (Finalize objectives for next year)
- 15<sup>th</sup> Newsletter Articles due
- 30<sup>th</sup> Deadline for ballots returned

### October

- 1<sup>st</sup> Ballots counted; IPP notifies candidates
- 1<sup>st</sup> Draft Operating Plan developed
- 15<sup>th</sup> Deadline for Board Book Materials to ACHMM Administrative Assistant
- 15<sup>th</sup> Newsletter Articles due
- 15<sup>th</sup> Committee Chairs Submit Third Quarter Committee Report to Administrative Assistant

### November

- 1<sup>st</sup> Email Chapter Presidents notifying them of Annual Report forms to be sent in December
- 7<sup>th</sup> – 8<sup>th</sup> - Fourth Quarter BoD meeting in Bethesda, MD (Draft Operating Plan)
- 15<sup>th</sup> Newsletter Articles due

### December

- 15<sup>th</sup> Newsletter Articles due
- 15<sup>th</sup> Deadline for Board Book Materials to ACHMM Administrative Assistant
- 15<sup>th</sup> Committee Chairs Submit Fourth Quarter Committee Report to Administrative Assistant
- 15<sup>th</sup> Email Annual Report forms to Chapter Presidents
- Modified pages of Operating Plan are submitted to Academy Executive Director for distribution to Directors 30 days prior to 1<sup>st</sup> BoD meeting.

**Revised 10/23/07**