

For Leadership:

<b>SAS and SASci Important Dates with Leadership Responsible</b>		
<b>Dates</b>	<b>SAS</b>	<b>SASci</b>
August	Junior Board Member & Program Committee Begins organizing program for AAA Senior Board Member & Prize Committee Posts deadlines for student prizes and travel awards On website and to listserv (AAA)	Junior Board Member & Program Committee Begins organizing program for SfAA/Spring meeting Senior Board Member & Prize Committee Posts deadlines for student prizes and travel awards On website and to listserv (SfAA/Spring)
September	President Elect (AAA Program Chair) Announces Board & Business meetings and AAA sessions – time and places Senior Board Member Reminder about AAA student prizes	Junior Board Member Reminder about Spring meeting deadlines for submission & student prizes to listserv
October	Treasurer Prepares financial statement for AAA meetings Secretary Prepares previous minutes for AAA meetings	Senior and Junior Board Members Reminders about deadlines for program and prizes Spring meeting

November	<p>Senior Board Member  Prize decisions to President for AAA  Winners are asked to attend business meeting</p> <p>President  Prepares certificates for winners  Information to AAA for checks for winners  Posts prize winners on website</p> <p>Treasurer  Sends copy of report to President</p> <p>Secretary  Sends copy of minutes to President  Posts official business minutes on website</p> <p>AAA  Board Meeting  Business Meeting  President &amp; President Elect attend Section Assembly</p>	
December		<p>Past President  Prepares nominations for contested elections  Sends to membership for additional nominations  Sends to webmaster</p> <p>Webmaster  Prepare for voting (Jan 9—24)</p>
January	<p>President  Vote announcement sent to members</p> <p>President &amp; Past President  Prepares annual report for AAA (last calendar year)</p>	<p>President  Call for vote on board members  Announce winners and post on website  Remind winners to prepare candidate materials  DUE to AAA by Feb. 15<sup>th</sup></p> <p>Senior Board Member  Prize reminder and deadlines</p>

February	President Elect Reminder for AAA invited session proposal deadlines	Senior Board Member Prize deadline reminder
March		President Prepare Board & Business meetings Treasurer Prepares financial report Secretary Prepares copies of official minutes for meeting Spring meeting / SfAA Board Meeting Business Meeting Prizes Awarded Secretary Prepares minutes and sends to President

For Website (?)

<b>SAS and SASci Important Dates</b>		
<b>Dates</b>	<b>SAS</b>	<b>SASci</b>
August	<ul style="list-style-type: none"> <li>• Begin organizing program for AAA</li> <li>• Post deadlines for student prizes and travel awards On website and to listserv (AAA)</li> </ul>	<ul style="list-style-type: none"> <li>• Begin organizing program for SfAA meeting</li> <li>• Post deadlines for student prizes and travel awards On website and to listserv (SfAA/Spring)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Announces Board &amp; Business meetings and AAA sessions – time and places</li> <li>• Reminder about AAA student prizes</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder about Spring meeting deadlines for submission &amp; student prizes to listserv</li> </ul>
October	<ul style="list-style-type: none"> <li>• Prepare financial statement for AAA meetings</li> <li>• Prepare previous minutes for AAA meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Reminders about deadlines for program and prizes Spring meeting</li> </ul>
November	<ul style="list-style-type: none"> <li>• Prize decisions to President for AAA               <ul style="list-style-type: none"> <li>▪ Winners are asked to attend business meeting</li> </ul> </li> <li>• Prepares certificates for winners               <ul style="list-style-type: none"> <li>▪ Information to AAA for checks for winners</li> <li>▪ Posts prize winners on website</li> </ul> </li> <li>• Copy of Treasurer report to President</li> <li>• Copy of (last) minutes to President               <ul style="list-style-type: none"> <li>▪ Post official business minutes on website</li> </ul> </li> <li>• AAA               <ul style="list-style-type: none"> <li>▪ Board Meeting</li> <li>▪ Business Meeting</li> <li>▪ Section Assembly</li> </ul> </li> </ul>	

December		<ul style="list-style-type: none"> <li>• Prepare nominations for contested elections <ul style="list-style-type: none"> <li>▪ To membership for additional nominations</li> </ul> </li> <li>• Send to webmaster</li> <li>• Webmaster <ul style="list-style-type: none"> <li>▪ Prepare for voting (Jan 9—24)</li> </ul> </li> </ul>
January	<ul style="list-style-type: none"> <li>• Vote announcement sent to members</li> <li>• Annual report for AAA (last calendar year)</li> </ul>	<ul style="list-style-type: none"> <li>• Call for vote on board members <ul style="list-style-type: none"> <li>▪ Announce winners and post on website</li> <li>▪ Remind winners to prepare candidate materials DUE to AAA by Feb. 15<sup>th</sup></li> </ul> </li> <li>• Prize reminder and deadlines</li> </ul>
February	<ul style="list-style-type: none"> <li>• Reminder for AAA invited session proposal deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Prize deadline reminder</li> </ul>
March		<ul style="list-style-type: none"> <li>• Prepare Board &amp; Business meetings</li> <li>• Prepare Treasurer report</li> <li>• Prepare copies of official minutes for meeting</li> <li>• Spring meeting / SfAA <ul style="list-style-type: none"> <li>▪ Board Meeting</li> <li>▪ Business Meeting</li> <li>▪ Prizes Awarded</li> </ul> </li> <li>• Prepare minutes and sends to President</li> </ul>