



# Alabama Division Board Job Descriptions

## DEADLINES

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

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
PESC	Division Secretary Distributes minutes from Division Meeting to Chapter Presidents and Incoming/Outgoing Division Officers
October 15	<i>Alabama in Review</i> Articles due to Division Vice President
November 15	APY Guidelines Distributed by APY Committee Chairman
November 15	Professional Development Form Distributed by Professional Development Director
January 1	Submit proposed changes to the Division PESC Guidelines to Division Secretary
January 15	Nominations for International Office and Retirement Trust Foundation due to IAAP HQ
February 15	Deadline for May Certification Exams
February 15	<i>Alabama in Review</i> Articles due to Division Vice President
February 15	Division Meeting - Submit proposed amendments to the Division Bylaws and Standing Rules Committee
March 15	Division Meeting - Nominations for Alabama Division Officers due to Division Nominations Committee
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 Secretary
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.