



CHECKLIST AND TIMELINE

Month	PRESIDENT Task	PRESIDENT ELECT Task	CHAPTER MGR – Task
April	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. • Board Retreat – Month may vary • Review Financial Audit of Books (with Treasurer and outside auditor) • Budget Committee meeting with Treasurer then Executive Board to set current year’s budget <ul style="list-style-type: none"> • Treasurer will prepare handouts • Meet at treasurer’s office first then with Executive Board after transitional board meeting for vote • Confirm number and amount of scholarships for Fall, Annual Conferences, and Vicki L. Robinson Memorial Scholarship • Confirm number of attendees for CLI • Support PE on LFL Committee 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. • Begin working with VPs of BP and Membership to plan Summer Social, PE is the Task Force Chair • Assemble LFLs Committee (See LFL Timeline) 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. • Assist with Board Retreat (as requested)
April-Board Meeting	(Transitional Meeting – old and new board) <ul style="list-style-type: none"> • Remind Board Members to email reports CM. 	<ul style="list-style-type: none"> • Prepare report for Board Meeting 	<ul style="list-style-type: none"> • Prepare agenda, send out notices • Upload to Board Portal • Finalize Minutes <ul style="list-style-type: none"> ○ Upload to Board Portal ○ National’s Chapter section.

PRESIDENT Task**PRESIDENT-ELECT Task****CHAPTER MANAGER Task**

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	<ul style="list-style-type: none"> • With CM, prepare agenda, send out notices • Ask CM to load Agenda & Attachments to Board Portal. 		
April-Chapter Meetup(s)	<ul style="list-style-type: none"> • Begin meeting by announcing upcoming events and introducing speaker. • Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. • Send survey to those who did not attend (asking the reason). 	<ul style="list-style-type: none"> • Work with VP of Education to insure calendar is being followed and CM has necessary information. • Send thank you note to speaker. 	<ul style="list-style-type: none"> • Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. • Update website calendar and announce Chapter Meetups and Special Events (when applicable). • Email Section Lead and President with RSVPs one week prior to event. • Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
April ALA National Checklist	<ul style="list-style-type: none"> • With President-Elect, decide whom to invite to CLI. Confirm with Executive Board the number of attendees. • Identify Region 5 Representative to attend Council Meetings at Conference (normally President and President-Elect) • Check on plans for Region 5 Get Together at Annual Conference. Arrange for raffle item contributions if needed. 	<ul style="list-style-type: none"> • Subscribe to Chapter Leaders Online Community • Subscribe to Business Partner Relations Listserv (Currently defunct) 	
April Soundings	Write President's Message for June issue of <i>Soundings</i>	Assist with finding or preparing an article for Soundings.	
May	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM.
May-Board Meeting	<ul style="list-style-type: none"> • Remind Board Members to email reports CM. 	<ul style="list-style-type: none"> • Prepare report for Board meeting 	<ul style="list-style-type: none"> • Prepare agenda, send out notices • Upload to Board Portal • Finalize Minutes

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	<ul style="list-style-type: none"> • With CM, prepare agenda, send out notices • Ask CM to load Agenda & Attachments to Board Portal. 		<ul style="list-style-type: none"> ○ Upload to Board Portal ○ National's Chapter section.
May-Chapter Meetup(s) NO MEETING DUE TO ALA CONF			
May ALA National Checklist	<ul style="list-style-type: none"> • Attend Regional Council Meeting – at National Conference (First day in the afternoon) • Attend ALA National Conference 		
June	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM.
June-Board Meeting	<ul style="list-style-type: none"> • Remind Board Members to email reports CM. • With CM, prepare agenda, send out notices • Ask CM to load Agenda & Attachments to Board Portal. 	<ul style="list-style-type: none"> • Prepare report for Board meeting 	<ul style="list-style-type: none"> • Prepare agenda, send out notices • Upload to Board Portal • Finalize Minutes <ul style="list-style-type: none"> ○ Upload to Board Portal ○ National's Chapter section.
June-Chapter Meetup(s) and Diversity and Inclusion Event	<ul style="list-style-type: none"> • Begin meeting by announcing upcoming events and introducing speaker. • Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. • Send survey to those who did not attend (asking the reason). 	<ul style="list-style-type: none"> • Work with VP of Education to insure calendar is being followed and CM has necessary information. • Send thank you note to speaker. 	<ul style="list-style-type: none"> • Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. • Update website calendar and announce Chapter Meetups and Special Events (when applicable). • Email Section Lead and President with RSVPs one week prior to event.

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			<ul style="list-style-type: none"> Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
June ALA National Checklist	<ul style="list-style-type: none"> Regional Council Representative (or designee) reports to Chapter on ALA National Conference Council Meeting 		
June Soundings	Write President’s Message for <i>Soundings</i>	Write PE Message or assist with finding submissions for <i>Soundings</i>	
July	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM.
July- Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal. 	<ul style="list-style-type: none"> Prepare report for Board meeting 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National’s Chapter section.
July- Chapter Meeting	<ul style="list-style-type: none"> Begin meeting by announcing upcoming events and introducing speaker. Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. Send survey to those who did not attend (asking the reason). 	<ul style="list-style-type: none"> Work with VP of Education to insure calendar is being followed and CM has necessary information. Send thank you note to speaker. 	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable). Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
July ALA National Checklist	<ul style="list-style-type: none"> Respond by deadline given, to HQ request to certify membership. Coordinate with Membership Co-Directors. Expect message from Rgn 5 Director re soliciting names for Regional Scholarship Drawing. 	<ul style="list-style-type: none"> Attend Chapter Leadership Institute 	

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August	<ul style="list-style-type: none"> Recommendations due July 31 for ALA Regional Representatives and Board of Directors Find out if there will be a Region 5 Outstanding Volunteer Award- if so, create a Task Force to solicit/organize nominations. President has final decision re which nominee(s) are forwarded. Attend Chapter Leadership Institute 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM. Begin Nominating Committee process, as outlined in Bylaws. Goal is to have slate completed to present to Board at December Board meeting. 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM. Assist PE in getting process going for Nominating Committee.
August-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal. 	<ul style="list-style-type: none"> Prepare report for Board meeting 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National's Chapter section.
August-Summer Social Meeting	<ul style="list-style-type: none"> Thank Business Partners and Task Force Give out Fall Conf Scholarships (depending upon conf date) 	Chair Summer Social Committee	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable). Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.

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			<ul style="list-style-type: none"> Notify scholarship winners and update Chapter Scholarship Records.
August Chapter Meetup(s)	<ul style="list-style-type: none"> Begin meeting by announcing upcoming events and introducing speaker. Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. Send survey to those who did not attend (asking the reason). 		<ul style="list-style-type: none"> Monthly phone call with P/PE/CM.
August ALA National Checklist	<ul style="list-style-type: none"> Renew or Secure Fidelity Bond Insurance through ALA Headquarters Begin promoting Regional Legal Management Conferences 		<ul style="list-style-type: none"> Begin promoting Regional Legal Management Conferences
August Soundings	Write President's Message for October issue of <i>Soundings</i> .	Write PE Message for <i>Soundings</i>	
September	<ul style="list-style-type: none"> Monthly call with PP, PE, CM. 	<ul style="list-style-type: none"> Attend Monthly phone call with P, PP, CM. 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM.
September-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal FORM COMMITTEE TO WORK ON IDEA SUBMISSION. 	<ul style="list-style-type: none"> Prepare report for Board meeting Ask current board to communicate preferences for board service in coming year 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National's Chapter section.
September-Chapter Meetup(s)	<ul style="list-style-type: none"> Begin meeting by announcing upcoming events and introducing speaker. Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. 	<ul style="list-style-type: none"> Work with VP of Education to insure calendar is being followed and CM has necessary information. Send thank you note to speaker. 	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable).

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	<ul style="list-style-type: none"> Send survey to those who did not attend (asking the reason). 		<ul style="list-style-type: none"> Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
September ALA National Checklist	<ul style="list-style-type: none"> Regional Legal Management Conference 	<ul style="list-style-type: none"> Regional Legal Management Conference 	
October	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM. Attend Past Presidents Council Meeting Ask for nominations for Spirit of PSALA Award 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM Attend Past Presidents Council Meeting 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM.
October-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices <p>Ask CM to load Agenda & Attachments to Board Portal.</p>	<ul style="list-style-type: none"> Prepare report for Board meeting Ask current board to communicate preferences for board service in coming year 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National’s Chapter section.
September-Chapter Meetup(s)	<ul style="list-style-type: none"> Begin meeting by announcing upcoming events and introducing speaker. Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. Send survey to those who did not attend (asking the reason). 	<ul style="list-style-type: none"> Work with VP of Education to insure calendar is being followed and CM has necessary information. Send thank you note to speaker. 	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable). Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
October Soundings	Write President’s message for December <i>Soundings</i>	Write PE message for <i>Soundings</i>	
October ALA National Checklist	<ul style="list-style-type: none"> Attend Regional Council Meeting (date/month may vary) Begin preparations for <ul style="list-style-type: none"> IDEA Award President’s Quest Award 	<ul style="list-style-type: none"> Attend Regional Council Meeting (date/month may vary) 	

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	<ul style="list-style-type: none"> ○ Elevate ALA Award ○ Presidents' Award of Excellence. 		
November	<ul style="list-style-type: none"> • Attend Monthly phone call with PP, PE, CM. • Select Spirit of PSALA Award winner • Create Holiday Social Script 	<ul style="list-style-type: none"> • Attend Monthly phone call with P, PP,CM. 	<ul style="list-style-type: none"> • Order Spirit of PSALA Award • Order gift for PE for MPD, to be given at Holiday Social
November-Board Meeting	<ul style="list-style-type: none"> • Remind Board Members to email reports CM. • With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal. 	<ul style="list-style-type: none"> • Prepare report for Board meeting 	<ul style="list-style-type: none"> • Prepare agenda, send out notices • Upload to Board Portal • Finalize Minutes <ul style="list-style-type: none"> ○ Upload to Board Portal ○ National's Chapter section.
November-Chapter Meetup(s)	<ul style="list-style-type: none"> • Begin meeting by announcing upcoming events and introducing speaker. • Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. • Send survey to those who did not attend (asking the reason). 	<ul style="list-style-type: none"> • Work with VP of Education to insure calendar is being followed and CM has necessary information. • Send thank you note to speaker. 	<ul style="list-style-type: none"> • Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. • Update website calendar and announce Chapter Meetups and Special Events (when applicable). • Email Section Lead and President with RSVPs one week prior to event. • Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
December	<ul style="list-style-type: none"> • Sound Advice – polish CM draft, send completed version to Dir of Comm for distribution • Attend Monthly phone call with PP, PE, CM. • Update board job descriptions. Create any new ones needed. Have ready for transitional board meeting. 	<ul style="list-style-type: none"> • Attend Monthly phone call with P, PP,CM. 	<ul style="list-style-type: none"> • Monthly phone call with P/PE/CM.

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December-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal. Send Job Descriptions to Board Members asking for edits/changes 	<ul style="list-style-type: none"> Prepare report for Board meeting Present new slate for confirmation by Exec Board Prepare letter to Exec Board re incoming PE 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National's Chapter section.
December-Holiday Social	<ul style="list-style-type: none"> Begin meeting by announcing upcoming events and follow script.. HYPE THE NATIONAL CONFERENCE. 	<ul style="list-style-type: none"> Follow Holiday Social Script 	<ul style="list-style-type: none"> As needed provide historical information, work with and pay Holiday Social vendors.
December ALA National Checklist	<ul style="list-style-type: none"> Remind chapter members to renew their ALA membership Quest Award- review HQ list of eligible chapter members, decide on a candidate and prepare submission 		
December Soundings	Write President's Message for February issue of <i>Soundings</i> . (last one!)	Write PE Message for <i>Soundings</i>	
January	<ul style="list-style-type: none"> Sound Advice – polish CM draft, send completed version to Dir of Comm for distribution Monthly phone call with P/PE/CM. 	<ul style="list-style-type: none"> Monthly phone call with P/ PE/CM. Notify outgoing board members Provide incoming PE with list of committee memberships and known event dates for coming year. Begin planning transitional meeting and board orientation 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM Update Job Descriptions if necessary
January-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices 	<ul style="list-style-type: none"> Prepare report for Board meeting If not confirmed in Dec, must confirm incoming board members now 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National's Chapter section.

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January-Chapter Meeting	<ul style="list-style-type: none"> Ask CM to load Agenda & Attachments to Board Portal. Announce new board members Request nominees for Outstanding Volunteer Award (ADD REQUESTS TO SOUNDINGS AND LISTSERVS) 	<ul style="list-style-type: none"> Work with VP of Education to insure calendar is being followed and CM has necessary information. Send thank you note to speaker. 	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable). Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
January ALA National Checklist	<ul style="list-style-type: none"> IDEA Awards Entries Due to ALA Headquarters Quest Award Entries due to ALA Headquarters Elevate ALA Award Entries due to ALA Headquarters Invite ALA President to Passing of the Gavel 		
February	<ul style="list-style-type: none"> Sound Advice – polish CM draft, send completed version to Dir of Comm for distribution Attend Monthly phone call with PP, PE, CM. Work with CM to select board gifts for March Assist PE in planning transition meeting and board orientation. 	<ul style="list-style-type: none"> Attend Monthly phone call with P, PP,CM. Work with P and CM to plan transition meeting and board orientation. Can be March or April Work with CM to select gift for outgoing President. 	<ul style="list-style-type: none"> Request names of volunteers for March recognition; request nominees for Outstanding Volunteer Award Attend Monthly phone call with P, PP, PE. Work with President to select board gifts for March Assist PE in planning transition meeting and board orientation. Assist PE with selecting and purchasing gift for departing President, to be given at March meeting. Kusacks items frequently chosen.

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February-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal Ask for Donations for the LFLs Silent Auction 	<ul style="list-style-type: none"> Prepare report for Board meeting 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National’s Chapter section.
February-Chapter Meeting	<ul style="list-style-type: none"> Begin meeting by announcing upcoming events and introducing speaker. Conclude meeting by thanking attendees and reminding people to complete the Meetup survey that will be sent via email. Send survey to those who did not attend (asking the reason). 	<ul style="list-style-type: none"> Work with VP of Education to insure calendar is being followed and CM has necessary information. Send thank you note to speaker. 	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable). Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
February ALA National Checklist	President’s Award of Excellence due to ALA Headquarters (Usually end of month)		
February Soundings	If possible, provide completed list of volunteers for April <i>Soundings</i> (can defer to June if names are slow in coming in)	Write President’s Message for April issue of <i>Soundings</i> .	
March	<ul style="list-style-type: none"> Sound Advice – polish CM draft, send completed version to Dir of Comm for distribution (last one!) Attend Monthly phone call with PP, PE, CM. Create handout for chapter meeting to recognize all volunteers for the year (may coordinate with PE to put this in Fresh Sheet) 	<ul style="list-style-type: none"> Invite Emerald City and Pioneer Square Sponsors to Passing of the Gavel Chapter Meeting. Emerald City has option to speak- confirm yes or no. Attend Monthly phone call with P, PP,CM. 	<ul style="list-style-type: none"> Monthly phone call with P/PE/CM.

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	<ul style="list-style-type: none"> Select Outstanding Volunteer Award winner. Create framed certificate. 		
March-Board Meeting	<ul style="list-style-type: none"> Remind Board Members to email reports CM. With CM, prepare agenda, send out notices Ask CM to load Agenda & Attachments to Board Portal. Send Job Descriptions to Board Members asking for edits/changes 	<p>Prepare report for Board meeting</p> <ul style="list-style-type: none"> Remind incoming board members to submit headshot and bio to PSALA webmaster for website inclusion. Bring small gift for outgoing President, to be presented at Board meeting. Bring card, pass around for all board members to sign. 	<ul style="list-style-type: none"> Prepare agenda, send out notices Upload to Board Portal Finalize Minutes <ul style="list-style-type: none"> Upload to Board Portal National's Chapter section.
March-Chapter Meeting PASS THE GAVEL	<ul style="list-style-type: none"> Recognize applicable BPs. Follow the PASS THE GAVEL SCRIPT. Outstanding Volunteer Award 	<ul style="list-style-type: none"> Work with VP of Education to insure calendar is being followed and CM has necessary information. Send thank you note to speaker. 	<ul style="list-style-type: none"> Work with VP of Education to confirm monthly Meetup details have been provided (by Section Leads) and speaker has equipment needed. Update website calendar and announce Chapter Meetups and Special Events (when applicable). Email Section Lead and President with RSVPs one week prior to event. Email final RSVPs one day prior to the Section Lead and President – Section Lead will send survey after meeting.
March ALA National Checklist	<ul style="list-style-type: none"> Select and ship Foundation of ALA Silent Auction Gift for National and submit Donation Form online. Must be received by mid-April Submit list of new chapter officers to ALA Headquarters Submit photo of current Chapter President to ALA Headquarters Perform annual audit and file tax return Submit Updated Chapter Profile 	<ul style="list-style-type: none"> Submit photo of current Chapter President Elect to ALA Headquarters 	

PRESIDENT Task**PRESIDENT-ELECT Task****CHAPTER MANAGER Task**

	<ul style="list-style-type: none">• Submit Updated Business Partner Profile• Submit Updated Strategic Alliance Profile		
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