

LAMA CALENDAR OF EVENTS

ANNUAL MEETING:

January:

- Annual Meeting registration form and program outline mailed to members and posted on website by the 15th.
- Second call for Speakers form is distributed with end of month deadline.
- Broadcast e-mail to members with final notice for an end of month dues deadline.
- ATA Corporate Partner deadline is 31st.
- Vice-President completes initiatives document (based on SLRP) and forwards to BOD for approval.
- Standing and Presidential charges are developed, finalized, and approved by BOD.
- Nominations Committee files its slate of candidates by the 15th and candidate bios are collected by the end of the month.

February:

- All Annual Meeting speakers/moderators confirmed by the end of the month.
- Recipients of Charles River Medallion, U. Kristina Stephens, and William O. Umiker Awards are named by the end of the month.
- Membership database is updated to reflect only those members who have paid current year's dues.
- Committee contacts members who did not renew and solicits renewal.
- Standing and Presidential charges are distributed to Committee Chairs for review and work plan development.
- Ballots are distributed to the membership by the 15th.

March:

- Second and final Annual Meeting promotional packet sent to all members by the 15th.
- All speaker presentations submitted for master CD by the end of the month.
- Members are solicited to make donations of items for LAMA Foundation auction at the Annual Meeting.
- Members are recruited to participate in the Clayton Cisar Fun Fair during the Annual Meeting.
- LAMA Review Spring Edition is printed and distributed.
- Committee chairs complete work plans (based on Standing and Presidential charges) and forward to Vice-President and BOD for final approval.
- Ballots are due by the 31st.

April:

- Board of Directors agenda for Annual Meeting is distributed by the 15th.
- Candidates are notified of election results by the 15th.

May:

- Annual updated of Policies and Procedures Manual conducted and distributed to BOD and Committee Chairs.

June:

- Arrangements are finalized for joint social event with ASLAP at the AALAS Annual Meeting.
- Annual Meeting is held.
- LAMA Review Summer Edition is printed and distributed.
- LAMA Committees organize and begin development of budgets to support committee work plans.
- Committees meet during Annual Meeting to organize and finalize annual work plans and assignments.

July:

- Membership is notified of joint social event with ASLAP for the AALAS Annual Meeting.

August:**September:**

- Board of Director's agenda for Mid-year meeting (AALAS Annual convention) is distributed by the 15th.
- LAMA Review Fall Edition is printed and distributed.
- Financial Oversight Committee completes budget proposal for coming year and submits to BOD for action at Mid-Year meeting (AALAS Annual Meeting).

October:

- Theme for coming year's Annual Meeting is developed and Seminar committee assignments are made.
- LAMA Mid-Year meeting of Board of Directors held. (AALAS Annual Meeting)
- LAMA Review Editorial Board confirmed and appointed for coming year.
- LAMA Review Advertiser mailing is sent to all ATA members with rate card and contract.
- Member dues are established for the coming year at the Mid-Year meeting of the BOD (AALAS Annual Meeting)
- SLRP Committee files report with BOD on progress made toward major goals in SLRP.
- Vice-President completes selection of Committee Chairs/Vice-Chairs by end of month.

November:

- Dues statements are distributed on the 1st.
- Corporate Partnership recruitment letter sent to all ATA members.

December:

- LAMA Review Winter Edition is printed and distributed.
- LAMA Review ads confirmed and contracted for the coming year's editions.
- Membership is solicited for candidates for Charles River Medallion, U. Kristina Stephens, and William O. Umiker awards.
- Second ATA Corporate Partner recruitment letter is sent.
- Second member's dues statement is mailed by 15th.

Color Code

Annual Meeting

LAMA Review

Awards Committee

Membership

Financial Oversight

Strategic Long Range Plan

Nominations

Policies and Procedures

Administration