

CALENDAR FOR THE ALAIR EXECUTIVE COMMITTEE ACTIVITIES AND DUTIES

Month	Activities
August	Publish first newsletter of new administration with new ALAIR officers, minutes from the business meeting (for information only), and announcement of Best Paper from annual conference.
September	E-mail notification to members of time and place of ALAIR SIG meeting at SAIR, and name(s) of winner(s) of ALAIR travel grant to SAIR
October	Annual SAIR conference. Return to AIR, for annual Forum the following spring, time period selections for ALAIR SIG meeting.
November	Nomination due to AIR for ALAIR Paper (best presentation at state conference).
December	
January	Publish second newsletter, containing Call for Proposals for spring annual ALAIR conference, the application form for ALAIR Travel Grant to AIR Forum (due back 3/1), and forms to solicit nominations for next year's officers and current year's Sutton award.
February	Mail conference registration materials. Executive Committee meets at spring conference site.
March	E-mail reminder about AIR Forum. Nominations for officers and Sutton award due to Nominating Committee.
April	ALAIR Annual Conference (Executive Committee meeting the day before), including presentation of Joseph Sutton Award and an award to outgoing president. Announcement at conference of recipient of ALAIR Travel Grant to AIR. Treasurer updates online membership directory. New officers assume duties within 60 days of annual conference. E-mail notification to members of time and place of ALAIR SIG meeting at AIR Forum.
May	AIR Forum. Submit SAIR Special Interest Group forms.
June	Executive Committee Transition Meeting. Follow up with new members and those who did not renew membership.
July	E-mail to members the application for ALAIR Travel Grant to SAIR (due back 8/15) and SAIR conference information.

Note: Ideally, Executive Committee meetings should be held quarterly. It is suggested that a meeting be held within 60 days of the election of new officers each year and in February at the site of the annual conference.

Adopted by the Executive Committee February 6, 1998
Amended by the Executive Committee January 23, 2004
Revised by the Executive Committee September 10, 2004