|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Month | Secretary | VP | Pres | Conference Chair | Research Chair | Poster Chair |
| October | Complete minutes  Post election results (officers, committees), Post awards |  |  |  |  |  |
| November |  |  |  |  |  |  |
| December |  |  |  |  |  |  |
| January |  |  | Officer Meeting |  |  |  |
| February |  |  |  | Post basic info about the conference  Setup online registration with AAAE  Draft schedule complete | Call | Call |
| March |  |  |  | Open Registration |  |  |
| April |  | Call for Nominations |  |  |  |  |
| May |  |  | Officer Meeting |  |  |  |
| June |  |  | Call for National Host (2020, 2020, 2026, etc)  Confirm Host for next year’s WR meeting |  | Papers Due |  |
| July |  |  |  |  | Notify | Posters Due |
| August | Send out minutes  Send out committee lists, responsibilities, and minutes sheets | Determine Awards | Final Business agenda & distribute  Call for nominations | Order Plaques  Post final schedule |  | Notify |
| September |  |  |  |  | Complete Proceedings | Complete Proceedings |