

SLA Georgia Administrative Calendar

January 1	New board officially starts
January 15	Treasurer submits list of recipients for 1099 forms (if applicable) to SLA
January	President updates chapter email addresses with new forwards
January	President and President-Elect attends Leadership Summit
January	Communications chair ensures that web site is updated with new officers and checks all links
January	Treasurer updates signatures for checking account; New signers must do on-site visit to bank
January 30	Treasurer submits final reports to SLA (Ideally, this is done by previous year's treasurer)
February	SLA Georgia Board meeting #1, Establish goals for the year and meeting norms.
February / March	Lunch and Learn programs
April -	SLA Georgia Board meeting #2
May	SLA Georgia annual business meeting / spring lunch
June	SLA Georgia Board meeting #3
June	President and President-Elect - SLA Annual Conference
July	President-elect officially takes over responsibility for chapter programming
July/August	Summer Happy Hour
August	SLA Georgia Board meeting #4
August	Annual review of chapter member email addresses by Membership Director to compare against listserv
August	Past President forms Nominating Committee
September/October	Chapter election
October	SLA Georgia Board meeting #5, Discuss and approve any changes to Chapter Handbook
October	Fall business meeting / lunch: New officers introduced.
October	Roster of names of board for next calendar year to SLA: President, President-Elect, Treasurer and Secretary
October/November	All board members submit ethics form to SLA
November	President prepares Chapter's Annual Report and submits by December 1
December 1	Roster of names of committee chairs (communications, membership webmasters etc.) submitted to SLA
December	SLA Georgia Board meeting #6 with newly elected officers. Relevant documents shared with new officers.
December	Outgoing President shares relevant passwords with incoming President and incoming President-Elect
December	Holiday party (jointly held with ALLA)