January
- Contact Program Chair for timeline for spring conference
- Contact Exhibit Relations Chair for timeline for spring conference
- Contact Award Chair for timeline for spring conference
- Contact Professional Development Chair regarding conference scholarship timeline
- Work with ATAC regarding coordination of timelines

February
- Update exhibitor information on website and registration form
- Update conference information on website
- Conference scholarship information on website

March
- Remind President Elect to review Volunteer Form so it can be updated in time for the spring conference
- Gather presentations for posting to website. ATAC needs 4-5 business days

April
- At point of no refund per policy, deactivate ability to cancel registration
- Once conference is over (or first day of conference) check with Program Chair to confirm the need to deactivate registration

May
- Prep End of Year report for retreat
- Request pictures as needed.

June
- Exec. Council Retreat
- Prepare for new year registration and coordinate with ATAC and President

July
- Request spreadsheet from President of the new Exec Council including co chairs; provide to ATAC
- Attend Program Committee meeting
- Update members of "Announcements" listserve

August
- Contact Program Chair for timeline for fall conference
- Contact Exhibit Relations Chair for timeline for fall conference
- Contact Award Chair for timeline for fall conference
- Contact Professional Development Chair regarding conference scholarship timeline
- Work with ATAC regarding coordination of timelines

September
- Update exhibitor information on website and registration form
- Update conference information on website once available
- Conference scholarship information on website

October

- Update conference information (i.e. agenda) and registration as needed
- Gather presentations for posting to website. ATAC needs 4-5 business days

November
- At point of no refund per policy, deactivate ability to cancel registration
- Once conference is over check with Program Chair to confirm the need to deactivate registration

December

- Work with President Elect on timeline for ballot