

Jan	President-elect and Vice Presidents begin committee appointments for the following year.	New chairs should appoint a vice chair for their committees. Current chairs should do this if last year's vice chair has left.	Committees pursue independent activities, including but not limited to regular conference calls and a face-to-face meeting at JSM.	Committees should provide the council chair with a summary of activities during the past year, plans for the coming year, and concerns or problems.	Consider a review of the committee's charge and composition (required at least every seven years).
Feb		ASA Meetings Department asks chairs to submit meeting requests for JSM.	Deadline for submitting abstracts.		
Mar	Committee meeting requests for JSM are due in the ASA office.	Membership Council presents report at Spring Board meeting.	Committee meeting requests for JSM due.		
Apr	Committees requesting special program-related funding should submit requests to Steve Porzio by April 30 (applies in rare situations only).				
May					
Jun	Board of Directors drafts budget for the coming year.	Solicit ideas for invited session topics for following year's JSM.	Call for invited sessions.		
Jul	President-elect and Vice Presidents complete committee appointments for the following year.		Online submission of invited sessions for the following year's JSM.		
Aug	Meetings at JSM include committee meetings and meetings of the four Committee Councils and the Leadership Support Council.	Professional Issues and Visibility Council presents report at JSM Board meeting.			
Sep	Program Committee receives list of invited session proposals.				
Oct	Committee chairs request recommendations for committee appointments to be made by next year's president-elect for the following year.	Program Committee selects invited sessions for following year.			
Nov	Education Council presents report at Fall Board meeting.				
Dec	Committee chairs should brief incoming chairs on responsibilities of the chair and activities of the committee.				