

Leadership Orientation

Section 9



Leadership Orientation



October:

Reconcile and submit financial reports for previous fiscal year Submit Annual Conference preconference and special event information/budgets

November:

Generally a good month for major project work

Reconcile and submit to ALA final financial report for previous fiscal year

December:

Pre-Midwinter Board Update (online) Preparation for Midwinter Meeting Work on ALA Leadership Institute Awards promotion

January:

Bad month for major project work

ALA Midwinter Meeting: support for Career Institute, Board/Committees, special events, etc. Intense communication with nominating committee chairs and candidates Download information from candidate database, compile division/section ballots, submit to ALA

February:

Draft with Treasurer initial budget and supporting documents for next fiscal year, submit to ALA

Compile Midwinter section/committee reporting forms Select and contract with a hotel for April JCD jury meeting in Chicago

March:

Generally a good month for major project work

Reconfigure appointment database for incoming president/section chairs, test

Budget meetings with ALA on initial budget for next fiscal year ALA/LLAMA election open, publicize

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Leadership Orientation

April:

Generally a good month for major project work Online Executive Cmt Spring Meeting Support JCD jury meeting in Chicago

May:

Bad month for major project work Preparation for Annual Conference Pre-