ASCLS Constituent Society (CS)
Leadership Checklist - Liaising with ASCLS

**AUGUST**
☐ Review CS Leadership Symposium recordings and materials. Link to be posted in the ASCLS Leaders Connect Community.

**SEPTEMBER**
☐ Submit Fall Strategic Issues and Requests for Action *(optional).*

**OCTOBER**
☐ Complete the CS Key Health Indicator Survey.*

**NOVEMBER**
☐ Be grateful for your CS leaders - express your thanks to them!

**DECEMBER**
☐ December 15 – Federal taxes due for CSs operating on an Aug. 1 – July 31 fiscal year.
☐ Review state legal obligations for compliance with items such as state taxes (if applicable), state nonprofit report, etc.

**JANUARY**
☐ Proration begins for new members. *(To join, new members pay prorated membership for remainder of current membership year plus full membership for upcoming year.)*
☐ Interim House of Delegates. See Society Calendar on the Leadership Resources page for exact date.

**FEBRUARY**
☐ By February 15 – Submit CS nominations for Ascending Professional Leadership Award, Developing Professional Leadership Award, Lifetime Achievement Award, Society Website Award, Society Publication Award, Scientific Research Award, Scientific Assembly Professional Achievement Award, and/or Theriot Award.
☐ Submit Interim Strategic Issues and Requests for Action *(optional).*

**MARCH**
☐ By April 1 – Submit CS nominations for Voices Under 40, CS Member of the Year Recognition, and/or Omicron Sigma Award.

**APRIL**
☐ By May 1 – Submit CS nominations for Keys to the Future Award.

**MAY**
☐ By June 1 – Submit Leadership Roster for upcoming membership year.
☐ Credential delegates.*
☐ Submit End-of-Year Strategic Issues and Requests for Action *(optional).*
☐ Submit Annual Report to the House of Delegates.*

**JUNE**
☐ Annual House of Delegates Business Meeting. See Society Calendar on the Leadership Resources page for exact date.

**JULY**
☐ Ensure all incoming leaders have renewed their membership.

*Link and exact deadline to be posted in the ASCLS Leaders Connect Community.
Questions may be forwarded to Jen Mehlretter jenm@ascls.org