

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.