

# ASCLS Constituent Society (CS)

## Leadership Essentials Checklist

- AUGUST**  Review CS Leadership Symposium recordings and materials. Link to be posted in the Constituent Society 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 Constituent Society Leaders [Connect Community](#).

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