

# ASCLS Constituent Society (CS)

## Leadership Essentials Checklist

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| <b>AUGUST</b>    | <input type="checkbox"/> Review CS Leadership Symposium recordings and materials. Link to be posted in the Constituent Society Leaders <a href="#">Connect Community</a> .   |
| <b>SEPTEMBER</b> | <input type="checkbox"/> Submit Fall Strategic Issues and Requests for Action ( <i>optional</i> ).*  |
| <b>OCTOBER</b>   | <input type="checkbox"/> Complete the CS Key Health Indicator Survey.*   |
| <b>NOVEMBER</b>  | <input type="checkbox"/> Be grateful for your CS leaders - express your thanks to them!  |
| <b>DECEMBER</b>  | <input type="checkbox"/> December 15 – <a href="#">Federal taxes</a> due for CSs operating on an Aug. 1 – July 31 fiscal year.<br><input type="checkbox"/> Review state legal obligations for compliance with items such as state taxes (if applicable), state nonprofit report, etc.  |
| <b>JANUARY</b>   | <input type="checkbox"/> <a href="#">Proration begins for new members</a> . (To join, new members pay prorated membership for remainder of current membership year plus full membership for upcoming year.)<br><input type="checkbox"/> Interim House of Delegates. See Society Calendar on the <a href="#">Leadership Resources page</a> for exact date.  |
| <b>FEBRUARY</b>  | <input type="checkbox"/> <a href="#">Submit CS nominations</a> 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.<br><input type="checkbox"/> Submit Interim Strategic Issues and Requests for Action ( <i>optional</i> ).* |
| <b>MARCH</b>     | <input type="checkbox"/> By April 1 – <a href="#">Submit CS nominations</a> for Voices Under 40, CS Member of the Year Recognition, and/or Omicron Sigma Award.  |
| <b>APRIL</b>     | <input type="checkbox"/> By May 1 – <a href="#">Submit CS nominations</a> for Keys to the Future Award.<br><input type="checkbox"/> By May 1 – <a href="#">Submit Leadership Roster</a> for upcoming membership year.*   |
| <b>MAY</b>       | <input type="checkbox"/> Credential delegates.*<br><input type="checkbox"/> Submit End-of-Year Strategic Issues and Requests for Action ( <i>optional</i> ).*<br><input type="checkbox"/> Submit Annual Report to the House of Delegates.*   |
| <b>JUNE</b>      | <input type="checkbox"/> Annual House of Delegates Business Meeting. See Society Calendar on the <a href="#">Leadership Resources page</a> for exact date.   |
| <b>JULY</b>      | <input type="checkbox"/> Ensure all incoming leaders have renewed their membership.  |

\*Link and exact deadline to be posted in the Constituent Society Leaders [Connect Community](#).

Questions may be forwarded to Jen Mehlretter [jenm@ascls.org](mailto:jenm@ascls.org)