

This document is to be used as a resource during the transition of leadership for AFC Commissions, Regions and Chapters. It is to assist with location of documents, timelines, tasks and responsibilities.

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| **Task/Document** | **Reviewed/Shared** | **To Where** | **Timeline** |
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| Calendar of Events   * Important dates and conferences * Conference planning activities   (fliers, registration, agenda, etc.) | Executive Officers | Incoming Executive Officers | Month prior to the end of the out-going Officer’s Year  \*\*All must take place prior to June 1\*\* |
| By Laws & Procedures   * should be reviewed annually | Executive Officers & Chapter Officers | Secretary & copy to  State Office - Eileen Johnson | Beginning of the Year of the incoming officers |
| Financial Report | Executive Officers | State Office - Eileen Johnson | End of the Year (after the Annual Conference and/or at the end of the chapter’s fiscal year – June 30) |
| Operational Plan/Goals | Executive Officers | Planning Committee Chair, VP of Commissions and or VP of Chapters & Regions  State Office – Sharlee Whiddon | Prior to March 31 |
| List of Officers   * Job descriptions * What positions need to be filled, etc. | Executive Officers | State Office – Sharlee Whiddon | Following Annual Conference |
| AFC Board Reports   * Commission Reports * Region Reports to include Chapter Reports | Executive Officers | State Office – Sharlee Whiddon | Quarterly – prior to AFC Board Meetings |
| Website updates | Chapter & Commission Webmaster | State Office – Allyson Williams | Ongoing |
| Social Media | ALL | AFC Team | Ongoing |
| AFC Connections – Circles, etc. | ALL | State Office – Allyson Williams | Ongoing |
| Annual Conference Responsibilities   * Submission of Exemplary Practices, ed. Sessions, meeting space, etc. * Regions/Chapters – sign up for jobs * Silent Auction | ALL Chapter/Region & Commission Officers | AFC Team | Follow established timeline provided by AFC Staff |
| History | Historians – Chapter  Commission | State Office - Marsha Kiner | Ongoing |
| Awards   * Commission, Region and Chapter level * State level | Various individuals | Awards Committee Chair | Adhere to the posted deadlines for each entity. |

Updated 06/26/17

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