

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** |
|  |  |  |  |
| 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 & RegionsState 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 – ChapterCommission | 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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