

Operating Procedure 02 - Board of Directors Actions Schedule

Purpose: To provide a means for tracking the timely reporting of Board member actions.

I. ASC Reports/Actions/Communications Schedule

Date	Report/Action	Responsible Office
01 July	Send invoice for member dues.	Finance Manager
01 August	Member Dues – Payment Reminder	Finance Manager
	Call for Mid-year Board meeting agenda items.	President
15 August	1 st Call for interested member institutions to host ASC Annual International Conference three (3) years out.	2nd Vice President
01 September	1 st Call for Member Profile Updates on Website. Provide contact database to each Region.	Webmaster
	2 nd Call for Papers (ASC Annual International Conference Proceedings).	Proceeding Editor/Publisher
	Call for Officer Nominations (Article. IV, Sec. 3 of ASC Bylaws).	1 st Vice President
	Follow-up call for Member Profile Updates on Website and survey updates.	Regional Directors
	Nominations for Lifetime Achievement Awards are due prior to mid-year Board of Directors meeting	Board of Directors
15 September	Prepare list of Delinquent Members and provide to Regional Directors	Finance Manager
September	MID-YEAR BOARD MEETING: The business of the mid-year meeting shall include an examination of the work of the Association’s various committees and projects; Bylaws, Article V, Section 3.2(c). <i>All reports to be submitted to Secretary within 30 days after the meeting.</i>	
	Meeting Logistics	President
	Meeting Agenda – hardcopy (HC)	President
	Contents:	
	Roll call establishing quorum as per Bylaws	Secretary
	Review and approval of the meeting minutes from the Annual International Conference: <input type="checkbox"/> Pre-Board Meeting <input type="checkbox"/> General Business Meeting <input type="checkbox"/> Post-Board Meeting	Secretary

Date	Report/Action	Responsible Office
	Review Previous Annual Conference	1 st Vice President Finance Manager
	Review upcoming Annual Conference logistics and website development	1 st Vice President and Conf. Host Coordinator
	<p>Questions and Comments on Previously Distributed Regional Reports and Operations Committee Reports</p> <input type="checkbox"/> Executive Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Election Committee <input type="checkbox"/> Publications Committee <input type="checkbox"/> Ben's Task Force <input type="checkbox"/> Region 1 - Northeast Region Faculty Career Development Committee <input type="checkbox"/> Region 2 - Southeast Region Education Committee <input type="checkbox"/> Region 3 - Great Lakes Region Faculty Professional Development Workshop Committee <input type="checkbox"/> Region 4 - North Central Region Marketing Committee <input type="checkbox"/> Region 5 - South Central Region <input type="checkbox"/> Region 6 - Rocky Mountain Region Research Committee <input type="checkbox"/> Region 7 - Far West Region Industry Relations Committee <input type="checkbox"/> Region 8 - International International Development Committee	These are NOT presentations! We are simply discussing questions and concerns.
	Presentation of ASC Action List	ASC President & 1 st VP
	Strategic Plan – review/update/action items	ASC President & 1 st VP
	Financial Reports Presentation	ASC Treasurer and/or Finance Manager
	Publications Committee	2 nd Vice President
	• Proceedings	Proceedings Editor
	• Journal	Journal Editor
	• Webmaster	Webmaster
	Selection of Lifetime Achievement Award recipient	Board of Directors

Date	Report/Action	Responsible Office
	New Business	President
	Old Business	President
1 October	Final Call for Officer Nominations (Article. IV, Sec. 3 of ASC Bylaws).	1 st Vice President
	Call for Award nominations (sent to Regional Directors).	President (Awards Chair)
15 October	Follow-up on delinquent members.	Finance Manager Regional Directors
31 October	Papers Due (ASC Annual International Conference Proceedings)	Proceedings Editor/Publisher
01 November	2 nd Call for interested member institutions to host ASC Annual International Conference two (2) years out.	2 nd Vice President
	Annual conference information on website.	Conf. Host Coordinator 1 st Vice President
15 November	Mid-year meeting minutes complete; Board approval meeting minutes; post meeting minutes on website	Secretary
30 November	Officer Nominations Closed (Article. IV, Sec. 3 of ASC Bylaws).	1 st Vice President
01 December	Annual International Conference Web registration	Conference Host Coordinator / 1 st Vice President
10 January	Officer Elections – Notify ASC membership of officer candidates	1 st Vice President
20	Officer Elections – Electronic Distribution of Ballots	1 st Vice President

Date	Report/Action	Responsible Office
January		
30 January	Officer Elections - Ballots Due	1 st Vice President
01 February	Final Call for interested member institutions to host ASC Annual International Conference two (2) years out.	2 nd Vice President
	Email proposed changes to By-laws.	President
10 February	Letter of intent from interested host schools for ASC International Conference for two (2) years out.	2 nd Vice President
15 February	Officer Elections – Announcement of Results	1 st Vice President
01 March	Proposals due from interested host schools for ASC Annual International Conference for two (2) years out.	2 nd Vice President
	Deadline for submitting nominees for ASC Awards to Awards Committee Chair	Regional Directors
	<ul style="list-style-type: none"> OP 07B ASC International Outstanding Educator Award 	
	<ul style="list-style-type: none"> OP 07C ASC International Excellence in Teaching Award 	
	<ul style="list-style-type: none"> OP 07D International ASC Outstanding Researcher Award 	
	<ul style="list-style-type: none"> OP 07E ASC Regional Teaching Award 	
	<ul style="list-style-type: none"> OP 07F ASC Regional Outstanding Educator Award 	
15 March	Call for written Annual Reports (Regional, Management, and Operational) for conference.	President
	Approval of ASC Awards Nominees	Awards Committee
	Select ASC Awards recipients	Awards Committee
April	PRE-CONFERENCE BOARD MEETING: A Board meeting shall be held in advance of the annual conference at the location of the conference; By-laws, Article V, Section 3.2(a). <i>All reports to be submitted to Secretary within 30 days after the meeting.</i>	

Date	Report/Action	Responsible Office
	Meeting Agenda – hardcopy (HC)	President
	Contents:	
	• Roll call establishing quorum as per Bylaws	Secretary
	• Conference; Program overview	Conference Host/1 st Vice President
	• Management Committees annual report	
	Executive Committee	President
	Awards Committee	President
	Finance Committee	1 st Vice President
	Financial Statement/ Budget (HC)	Treasurer
	New/Dropped members (HC)	Finance Manager
	Publications Committee	2 nd Vice President
	Proceedings	Proceedings Editor
	Journal	Journal Editor
	Webmaster (electronic file copy)	Webmaster
	Election Committee	1 st Vice President
	• Strategic Plan – review/update/action items	President
	• Old Business	President
	• New Business	President
April	GENERAL MEMBERSHIP (BUSINESS) MEETING: A general meeting of the membership shall be held to conduct the business of the Association during the annual conference; Bylaws, Article X, Section 2.1. <i>All reports to be submitted to Secretary within 30 days after the meeting.</i>	
	Meeting Agenda – hardcopy (HC)	President
	Contents:	
	• Roll call establishing quorum as per Bylaws (if voting is required during the meeting)	Secretary
	• Regional Annual Reports (1-8)	Regional Directors
	Regional activities during conference and past year	
	Report on Conference meeting	
	• Operations Committee Annual Reports (and presentation of awards if any)	Committee Chairs
	Faculty Career Development	Region 1
	Education	Region 2
	Faculty Professional Development Workshop	Region 3
	Marketing (Requires Board Discussion)	Region 4
	Research	Region 6

Date	Report/Action	Responsible Office
	Industry Relations	Region 7
	International Development	Region 8
	<ul style="list-style-type: none"> • Management Committees - Overview 	President
	<ul style="list-style-type: none"> • Strategic plan report/update 	President
	<ul style="list-style-type: none"> • Presentation of next year's conference 	Host School
	<ul style="list-style-type: none"> • Old Business 	President
	<ul style="list-style-type: none"> • New Business 	President
April	<p>POST CONFERENCE BOARD MEETING: A Board meeting shall be held following the induction of new members to the Board near the end of or after adjournment of the annual conference. At this meeting the Board shall ensure that the work of the Association is properly organized for the coming year. This meeting of the Board may also consider any and all affairs referred to it by the annual conference or authorized by the Bylaws; Bylaws, Article V, Section 3.2(b). <i>All reports to be submitted to Secretary within 30 days after the meeting.</i></p>	
	Meeting Agenda – hardcopy (HC)	President
	Contents:	
	<ul style="list-style-type: none"> • Roll call establishing quorum as per Bylaws 	Secretary
	<ul style="list-style-type: none"> • Post Conference review 	Conference Host 1 st Vice President
	<ul style="list-style-type: none"> • Next year's Conference update 	Conference Host 1 st Vice President
	<ul style="list-style-type: none"> • Presentations for hosting the Annual Conference (2 years out) 	2 nd Vice President
	<ul style="list-style-type: none"> • Discussion and vote for hosting Annual Conference (2 years out) 	2 nd Vice President
	<ul style="list-style-type: none"> • BoD Review/Approve Operations Committee chair and membership (info provided by the Chairs of these Committees) 	President
	<ul style="list-style-type: none"> • Review/Update/Edit responsibilities as outlined in OP 02 and OP 20 	President
	<ul style="list-style-type: none"> • Old Business 	President
	<ul style="list-style-type: none"> • New Business 	President
01 May	Officer Roster Update on Website	Webmaster
	Awards - News Item	President (Awards Chair)
	All Regional, Management and Committee reports from Annual Meeting are due (30 days after meeting). Submit to Secretary	BoD and Committee Chairs
	Mid-year Meeting Notice.	President

Date	Report/Action	Responsible Office
01 June	Annual Meeting Minutes (draft complete) <ul style="list-style-type: none"> • Pre-Conference Board Meeting • General Membership Meeting • Post-Conference Board Meeting 	Secretary
	1 st Call for Papers (ASC Annual International Conference Proceedings).	Proceedings Editor/Publisher
	Conference Recap and finalize financials.	Conf. Host Coordinator 1 st Vice President
	Call for Lifetime Achievement Award nominations. Due prior to Board of Directors mid-year meeting.	Awards Committee Chair (ASC President)
	Update Homepage Annual Report.	Webmaster