COUNCIL	COMMITTEE	January	February	March	April	May	June	July	August	September	October	November	December
ALSHP					ARC	Regional Delegate Conference (ASHP Delegates)	ASHP Summer Meeting, HOD, ALSHP Summer Meeting			Call for committee volunteers	Finalize committee lists. Directors to identify chairs as needed.	ACM, Residency Showcase, ASHP Presidential Retreat. New officers/directors/ committee chair start after ACM	Strategic Planning Retreat early month. ASHP MYCM-Host AL reception
Executive	Constitution and Bylaws (Immediate Past-president Chair)							Begin Annual Review of Constituion and By-laws			Finalize any recommendations for change and submit for vote at ACM	Business Meeting.	
	Nominations Committee (President-elect Chair)	Exec submits Delegates to ASHP						Call for nominees for offices and awards. Consider Honorary (Life) Member selection.	Submit slate of nominees by 9/15. Get service award nominations from Directors (BOD determines these)	Officer/Director Election-Close by 10/1. Secretary to review balloting and certify results. Committee selects award winners and submits names to BOD.	Call for HOD nominees	Awards/Installatio n at ACM, Announce HOD election	Complete HOD election
	Finance Committee (Executive, Sec-Treas (chair), President and President-elect)	Quarterly financial review. Review EOY financial results.			Quarterly financial review.			Quarterly financia review.	1		Quarterly financial review. Call for budget requests from committees, councils. Begin drafting budget.	Finalize budget. Submit to BOD for approval. Annual Financial Report at ACMBM	
Communicational Affairs	Website/Social Media/Newsletter								Start planning for Pharmacy Week	Submit Pharmacy Week plan to BOD	Pharmacy Week		
	ALSHP News	Publish Jan issue/Begin planning for Mar		Publish Mar issue/Begin planning for May		Publish May issue/Begin planning for Jul		Publish Jul issue/Begin planning for Sep		Publish Sep issue/Begin planning for Nov		Publish Nov issue/Begin planning for Jan	
	InPharmative		Publish Feb/Begin planning for May		Get updated sponsor/logo list for May	Publish May/Begin planning for August		Get updated sponsor/logo list for August	Publish Aug/Begin planning for Novmber	Begin "Article of the Year" selection, winner announcced at ACM	Get updated sponsor/logo list for November	Publish Nov/Begin planning for February	

Educational Affairs	Educational Program Committee	Identify topics for Summer Meeting CE. Begin preparing ACPE interim report when required. Monthly webinar	Meeting CE. Monthly webinar	ACPE Report Due Submit CE topics/speakers for Summer Meeting, target 3/15. Monthly webinar	Monthly webinar	Monthly webinar	Monthly webinar	ACM CE.	ldentify ACM speakers. Monthly webinar	Submit topics/speakers for ACM, target 9/15. Monthly webinar	Monthly webinar	ACM Monthly webinar	Monthly webinar
	Educational Review Committee	Review submitted programs prn		Review submitted programs prn	Review submitted programs prn	Review submitted programs prn. Finalize review of Summer Meeting programs	Review submitted programs prn	Review submitted programs prn	Review submitted programs prn	Review submitted programs prn	Review submitted programs prn. Finalize review of ACM programs, target 10/15		Review submitted programs prn
	Research/ Scholarship			Call for Summer posters		Select abstracts by 5/15. Fwd to Exec for inclusion in Summer Meeting Program.	Summer poster session		Call for ACM posters		Select abstracts by 10/15. Fwd to Exec for inclusion in Summer Meeting Program.	ACM poster session	
Legislative Affairs	Legislative Committee	Prepare for upcoming legislative session. Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed. Begin colloaboration with Ed Comm for Legal Update at Summer Meeting	Recommend responses to proposed rules/changes, any other matters, as needed. Monitor legislative session, take lead in action	Recommend responses to proposed rules/changes, any other matters, as needed. Monitor legislative session,	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed. Monitor legislative session, take lead in action steps as needed.	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed.	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed.	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed. Begin colloaboration with Ed Comm for Legal Update at Summer Meeting	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed.	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed.	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed.	Recommend responses to proposed rules/changes, any other matters,	Report on ALBOP. Recommend responses to proposed rules/changes, any other matters, as needed.
	Advocacy Task Force												
	Ambulatory Care Task Force	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month	report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week	Submit activity report to Legislative Affairs Director for inclusion in monthly report to BOD by 2nd week of the month

Organizational Affairs	Membership										Open Annual Member Survey	Close member survey, compile results, and fwd to BOD for consideration before Annual Planning Retreat, target 11/15.	
	Networking/Social Events												
	FALSHP						Review criteria and application; update if needed	Call for applications	Applications close	Review applications	Finalize review and send list to BOD	Announce new FALSHP at ACM	Update web listing-coord with Exec
Professional Affairs	Resident and New Practitioner	Update RPD list	ARC Signup begins	ARC signup closes early month	ARC			Begin planning NP programming for ACM					Venue for ARC identified and secured. ARC date set.
	Pharmacy Leadership Forum	Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Begin recruiting participants for Summer Meeting Reverse Expo. Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Prep for PLF/Reverse Expo at Summer Mtg. Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	PLF at Summer Meeting	Begin planning Leadership Track events at Fall Meeting. Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Begin recruiting participants for Summer Meeting Reverse Expo. Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	Prep for PLF/Reverse Expo at ACM. Monthly PLF Call. Send agenda to Exec day before. Send minutes to Exec day after.	PLF/Reverse Expo at ACM	Monthly PLF Call- decide on reschedule for holidays
	Student Affairs	Begin planning student programming for Summer Meeting.	Coord with Exec, Ed-Aff for schedule at Summer Meeting		ldentify recipients for student travel support for Summer Meeting			Begin planning student programming for ACM	Update regional RPD list	Open residency showcase registration early month. Visit SSHP chapters (coord with Exec)	Residency showcase registration closes 2 weeks prior to showcase	Residency Showcase	
	Technician Affairs							Begin collaboration with Ed Program for tech programming at ACM			Open Annual Tech Survey	Close tech survey, compile results, and fwd to BOD for consideration before Annual Planning Retreat, target 11/15.	