

**YEAR-AT-A-GLANCE
FOR
SECTION CHAIRS**

(Section responsibilities in bold.)

<p><u>JANUARY</u></p> <ul style="list-style-type: none"> • Winter issue of <i>Psynopsis</i> in mail. • Election slate and ballots in <i>Psynopsis</i>. • Convention Committee meets at end of month to schedule Convention. • List of Section members and cheque for dues sent to Section Chairs by CPA Membership Coordinator and Finance Coordinator. 	<p><u>FEBRUARY</u></p>	<p><u>MARCH</u></p> <ul style="list-style-type: none"> • <i>Psynopsis</i> submissions due by March 1. • 50-word article on invited speaker(s) needed for <i>Psynopsis</i>. • Notice of Section student award(s) to Convention Coordinator.
<p><u>APRIL</u></p> <ul style="list-style-type: none"> • Spring issue of <i>Psynopsis</i> in mail. • Annual report of Section activities submitted to Chair of Committee on Sections (through Head Office). • Annual Section financial report to be submitted to Chair of Committee on Sections (through Head Office). • Travel arrangements and text of address of invited speaker to Convention Coordinator by April 1, if required. • Catering request to Convention Coordinator by April 30th, if required. 	<p><u>MAY</u></p>	<p><u>JUNE</u></p> <ul style="list-style-type: none"> • CPA Annual Convention. • Pre-Convention Board meeting. • Post-Convention Board meeting. • CPA Annual General Meeting. • Section Annual Business Meeting. • Nominations for Invited Speakers/Symposium to be solicited from Section members at Section Business Meeting. • Determination of whether Section wishes to nominate for Designated Board seats, and what procedures will be followed for such nominations, at Section Business Meeting. • Committee on Sections Annual Meeting. • <i>Psynopsis</i> submissions due by June 1. (Sometimes extended if Convention is late in month.) • Convention begins to close books. (June-July-August)

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<p><u>JULY</u></p> <ul style="list-style-type: none"> • Summer issue of <i>Psynopsis</i> in mail. • Call for election nominations in <i>Psynopsis</i>. • Call for nominations for Fellows in <i>Psynopsis</i>. • Call for nominations for CPA Awards in <i>Psynopsis</i>. • Slate of Section's officers for current year to be submitted to Chair of Committee on Sections (through Head Office). • Call for submissions in <i>Psynopsis</i>. 	<p><u>AUGUST</u></p>	<p><u>SEPTEMBER</u></p> <ul style="list-style-type: none"> • List of Section members and cheque for dues sent to Section Chairs by CPA Membership Coordinator and Finance Coordinator. • Deadline for Membership Coordinator to be informed of any changes to Section membership fees (September 15). • Nominations for Invited Speakers/Symposia to be submitted to Convention Coordinator. • <i>Psynopsis</i> submissions due by September 1. • New list of Section Chairs distributed by Chair of Committee on Sections.
<p><u>OCTOBER</u></p> <ul style="list-style-type: none"> • Fall issue of <i>Psynopsis</i> mailed or "in mail". • Second call for nominations for Fellows in <i>Psynopsis</i>. • Deadline for nominations for Designated Board Seats (October 15). • Deadline for nominations for non-designated Board Seats and President (November 15). 	<p><u>NOVEMBER</u></p> <ul style="list-style-type: none"> • Membership renewal forms sent out. • Deadline for submission of Pre-Convention Workshop proposals. • Pre-Convention workshop proposals reviewed by Continuing Education Committee. • Fall Board meeting. • Invited Speakers approved by Board. • Deadline for nominations for Fellows. (November 30) • Nominations for Designated Board Seats vetted by Sub-Committee on Designated Board Seats. 	<p><u>DECEMBER</u></p> <ul style="list-style-type: none"> • Information on host/hostess for invited/keynote speaker and photograph of speaker, to Convention Coordinator by December 15. • <i>Psynopsis</i> submissions due by December 1. • Deadline for submissions for general Annual Convention Programme. • Deadline for submission of Section Programme abstracts which Section wishes to appear in Convention Abstracts.