

2011 – 2012 CHAPTER LEADERSHIP CALENDAR FOR ASID CHAPTER LEADERS

ASID works hard to provide access to a wide range of programs to support each member's practice, career and leadership skills. The following is a list of outstanding programs and events offered by ASID for 2011 and 2012, along with events provided by other interior design-related professional organizations.

Keep this calendar where you can refer to it often. It's designed to save you time and make it easy to plan to attend these events and meet these deadlines. For a complete list of industry events throughout the United States and Canada, visit www.asid.org/events regularly. Through this enhanced page, chapters are also encouraged to submit chapter events for promotion on the new Society calendar.

September 2011

SEPT. 1: Chapter Board Approved FY 2012 Strategic Plan and FY 2012 workplan/budget due at ASID headquarters.

SEPT. 30-OCT. 1: Fall 2011 NCIDQ Exam

Conduct Administrators Review and submit to ASID headquarters

October 2011

OCT. 1: Fiscal Year 2012 begins

OCT. 14-16: ASID Board Meeting (Fall), ASID headquarters, Washington, D.C.

OCT. 31: "Budget versus Actual" fourth quarter report (10/1/10 – 9/30/11); 9/30/11 balance sheet, 9/30/11 bank reconciliation report; copy of first page of 9/30/11 bank statement; president/treasurer certification; FY 2012 Strategic Plan; FY 2012 work plan/budget due at ASID headquarters.

Host a fall student leadership summit (uniting student chapter and professional chapter board members)

November 2011

NOV. 1: Deadline for ASID Educator Design Excellence competition. Entries sent to Student and Emerging Professional Programs Department at ASID headquarters.

NOV. 6-12: ASID RealWorld DesignWeek. Student members job shadow with practitioner members on site at work locations. Promote this event to chapter leadership.

Plan a Student Career Day (to take place in spring 2012)

December 2011

DEC. 1: Chapter election slates due at ASID headquarters

DEC. 1: NCIDQ application date for Spring (April) NCIDQ Exam

DEC. 31: Deadline for ASID Student Design Award Competition. Please refer to the Awards section of the ASID website for more information.

January 2012

JAN. 1: Second quarter of Fiscal Year 2012 begins

JAN. 13: Deadline for Fellows nominations. Please refer to the ASID website for specific deadline dates and submission information.

JAN. 15: Chapter nominating committees mail chapter election ballots to members

JAN. 278-29: ASID Board Meeting (Winter), ASID headquarters, Washington, D.C.

JAN. 31: "Budget versus Actual" first quarter report (10/1/11 – 12/31/11); 12/31/11 balance sheet; 12/31/11 bank reconciliation report, copy of first page of 12/31/11 bank statement(s); president/treasurer certification due at ASID headquarters.

February 2012

FEB. 11: Chapter election results submitted to headquarters

FEB. 15: IRS Form 990 (FY 2011) submitted to the Internal Revenue Service; forward a copy to ASID headquarters

Chapter Presidents attend Presidents' Forum (Date and Location TBD)

Chapter Administrators attend Administrator Training (Date and Location TBD)

Promote the Student Representative to the Board (SRB) position to student chapters, collect SRB nominations/applications and interview candidates

March 2012

MARCH 1: Deadline for ASID Foundation Scholarship submissions due at ASID headquarters

MARCH 30-31: Spring 2012 NCIDQ Exam

Chapter president-elect holds the strategic planning meeting before the end of March

Prepare the strategic plan for presentation to chapter board in March or April

MARCH 30: Deadline for chapter board to appoint the Student Representative to the Board (SRB) to begin serving Oct. 1. Please send your SRB's contact information to the Chapter Services Department at ASID headquarters.

Student chapters hold elections for the next school year. They are asked to send contact information for incoming student chapter boards to the ASID Student and Emerging Professional Programs Department at futureofdesign@asid.org.

April 2012

APRIL 1: Third quarter of Fiscal Year 2012 begins

APRIL 13-15: ASID Board Meeting (Spring), ASID headquarters, Washington, D.C.

APRIL 13: Chapter Medalist, Honorary Chapter Medalist, Chapter Educator Medalist, Life Membership submissions due at ASID headquarters. Please refer to the ASID website for specific deadline dates.

APRIL 30: "Budget versus Actual" second quarter report (10/1/11 – 3/31/12); 3/31/12 balance sheet, 3/31/12 bank reconciliation report; copy of first page of 3/31/12 bank statement(s); president/ treasurer certification; IRS Form 990 due at ASID headquarters.

May 2012

MAY 1: Deadline for student chapter awards. Please refer to the Awards section of the ASID website for more information.

MAY 11: Industry Partner Merit Award submissions due at ASID headquarters.

Chapter president-elect holds the work plan meeting prior to the end of May or June. By the end of August, send board-approved strategic plan, work plan and budget to ASID headquarters.

Host a Graduates Reception (to celebrate graduates and promote student advancement to allied membership)

END OF MAY: ASID Awards submissions due at ASID headquarters. Please refer to the ASID website for specific deadline dates.

June 2012

JUNE 1: NCIDQ application deadline for Fall NCIDQ exam

JUNE 9-13: ASID Annual Conference at NeoCon® World's Trade Fair, Chicago. ASID Chapter Leadership Workshops to be held in conjunction with ASID Annual Conference. Details communicated at a later date.

July 2012

JULY 1: Fourth quarter of Fiscal Year 2012 begins

JULY 31: "Budget versus Actual" third quarter report (10/1/11 – 6/30/12); 6/30/12 balance sheet; 6/30/12 bank reconciliation report; copy of first page of 6/30/12 bank statement(s); president/treasurer certification due at ASID headquarters.

September 2012

Host a Mixer event for student chapter members, potential student members and professional chapter members to meet and mingle.

SEPT. 30: Fiscal Year 2012 ends