

AFA Chapter President's Anti-Surprise Tool

A compendium of all the stuff every Texas AFA chapter owes to the outside world
As Of Oct 2011

DATE DUE	ITEM	SUBMIT TO	COMMENTS
January			
15	Quarterly Activity Report	Area VP	Due to Region President 1 Feb, AFA HQ 15 Feb
15	Quarterly Financial Report	Area VP	Due to Region President 1 Feb, AFA HQ 15 Feb
February			
	None		
March			
Variable	Attend State Spring Meeting		
31	Publish Newsletter	Area VP	
April			
30	State Award Nominations	VP Awards	Includes: AFA Texas Awards Active Duty, Reserve and Guard Company Grade Officer, Senior NCO, NCO, Airman and Civilian of the Year Chapter of the Year, Member of the Year, Teacher of the Year Military Organization of the Year Civilian Organization of the Year Plus several special awards Refer to the AFA Texas State and Chapter Operations Guide, Chapter 6
15	Quarterly Activity Report	Area VP	Due to Region President 1 May, AFA HQ 15 May
15	Quarterly Financial Report	Area VP	Due to Region President 1 May, AFA HQ 15 May
May			
1	National Award Nominations	State Pres	Includes: Individual awards Medal of Merit Exceptional Service Award Presidential Citation Member of the Year Chapter Awards Other Special Awards Refer to the AFA Field Operations Guide (FOG), Chapter 15
Mid	Nominations for Leadership Development Director	State Pres	This is a national level position
31	Nominations for State Teacher of the Year	VP AEF	This is a national AEF award
June			
30	Publish Newsletter		
July			
Variable	Attend State Convention		
Late	Field Resolutions	State	For National Convention
15	Quarterly Activity Report	Area VP	Due to Region President 1 Aug, AFA HQ 15 Aug
15	Quarterly Financial Report	Area VP	Due to Region President 1 Aug, AFA HQ 15 Aug
August			
	None		
September			
Early	National Convention		Info - always starts second weekend of September
30	Publish Newsletter	Area VP	
October			
Variable	Attend State Fall Meeting		
31	Officer Roster	State Secretary	Copy to State & Region Presidents & Area VPs
15	Quarterly Activity Report	Area VP	Due to Region President 1 Nov, AFA HQ 15 Nov
15	Quarterly Financial Report	Area VP	Due to Region President 1 Nov, AFA HQ 15 Nov
November			
	None		
December			
1	Annual Chapter ("Strategic") Plan	Area VP	Due to Region President 15 Dec, AFA HQ 31 Dec
1	Annual Financial Plan	Area VP	Due to Region President 15 Dec, AFA HQ 31 Dec
31	Publish Newsletter	Area VP	