

## CALA MASTER CALENDAR

Month	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July																																PD - Distribute rosters
August	PD - ALA Emerging Leader Program sponsorship and project proposal due															PD - Call for action plans and budget requests																ALL - Action plan and budget request due to PD
September																PD - Feedback on action plans and budget requests																PD - call for revised action plans and budget requests
October																ALL - Revised action plans and budget requests due to PD BBA - Call for nomination PD - Call for board to approve budget requests																SC - Call for applications JL - Call for applications PD - Approve revised action plans and budget requests
November																ED - Call for mid-term report ED - Submit ALA Annual Conference reservations for CALA																CODI - Master Calendar complete
December	NC - Nomination deadline															ALL - Mid-term report due to EC CODI - Survey open NE - Newsletter Fall Issue																HCRW - Bibliography completed and shared
January						TR - Insurance payment for Directors & Officers liability policy										CALASYS - Call for contributions CODI - Survey close HCRW - Begin exhibits, talks, etc.																CTG - Announce travel grant
February																																
March	BBA - Nomination deadline NC - Voting start					SC - Application deadline										EAH - Election starts																CTG - Application deadline JL - Application deadline
April	NC - Voting complete															EAH - Election ends LA - Announce Annual Banquet																CTG - Announce awardee ED - Call for annual report SC - Announce recipients
May																JL - Announce winner LA - Early bird deadline for Annual Banquet																BBA - Announce winner ALL - Annual report due to EC
June																NE - Newsletter Sprint Issue																

Last updated: February 19, 2016

Description	Code
<b>1. Officers and Executive Committee</b>	
President	PD
Executive Director	ED
Vice-President/President-Elect	VP
Treasurer	TR
Incoming Vice-President/President-Elect	PE
Immediate Past President	PP
Executive Committee	EC
<b>2. Committees, task forces, chapters</b>	
All committees, task forces, chapters	ALL
<b>2.1 Committees</b>	
Awards Committee	AC
Best Book Award Committee	BBA
[Annual] Conference Program Committee	CP
Conference Travel Grant Committee	CTG
Constitution and Bylaws Committee	CB
Finance Committee	FC
Handbook of Officers Committee	HO
International Relations Committee	IR
Jing Liao Award for the Best Research Committee	JL
Local Arrangement Committee for CALA Awards Banquet	LA
Membership Committee	MC
Mentorship Program Committee	MP
Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Fung Committee	MCF
Public Relations /Fund Raising Committee	PR
Publications Committee	PC
CALA Occasional Papers Series (OPS) Editor	OPS
CALA Newsletter Co-Editors	NE
CALA on Social Media (Facebook, YouTube and etc.)	SM
Scholarship Committee	SC
Sheila Lai Research Award Committee	SL
Web Committee	WEB
Election Ad-Hoc Committee	EAH
Nominating Committee	NC
<b>2.2 Task Forces</b>	
Assessment and Evaluation Task Force	AE
CALA 2020 Strategic Plan Task Force	SP
Caring and Loving Fund Task Force	CLF
CALA Academic Resource & Repository System (CALASYS) Task Force	CALASYS
Collaboration and Organizational Development Initiatives Task Force	CODI
Family Literacy Focus Task Force	FLF
Leadership Training Academy Task Force	LTA
Professional Development Task Force	PD
Recruitment of Young Generations Task Force	RYG
Self-Assessment Task Force	SA
History of Chinese Railroad Workers on the Transcontinental Railroad Task Force	HCRW
<b>2.3 Chapters</b>	
Chapter Presidents	CP
Chapter Treasurers	CT