



ISA Technical Divisions Calendar of Tasks and Deliverables for Leaders

Date	Items Due from Director
January	Update website
February	Craft award nominations for Celebrating Excellence
March	Submit Q1 Quarterly Report (30 March) Award nominations due (31 March) Strategic Leader Meeting (SLM) – Director attends
April	Update website
May	
June	Submit Q2 Quarterly Report (30 June)
July	Submit Division Budget & Business Plan for next year (July 10) Prepare request for awards to be given at Annual Leader Conf (ALC)
August	Update website
September	Submit Q3 Quarterly Report (30 Sept)
October	Annual Leadership Conference – Director and Elect attend Update website
November	Submit Leader Form for following year (15 Nov) Submit Annual Report (15 Nov)
December	Submit Q4 Quarterly Report (1 Dec)

Newsletters

- If publishing twice per year, suggest Feb and Sept; For 4 times per year, suggest: Sept, Feb, May, Aug
- Post as PDF on website and email link
- Submit email request to staff (request form) with 2 weeks of notice

Emails to Members

- Try to send out an update email to division members at least four times a year, e.g. Jan, May, Sept, Dec.
- Submit email request to staff (request form) with 2 weeks of notice
- If you use an external email service, download an updated contact list before every email

Websites

- Try to update your microsite at least every 3 months. Suggest: Jan, Mar, May and Sept.
- Staff can provide administrative access by request and train volunteers on how to edit the microsite

Administrative Forms / Resources

- Administrative Forms
 - Quarterly Report
 - Annual Report
 - Business Plan and Budget
 - Leader Form
- Operating Tools
 - Staff request forms
 - Email to members
 - Webinar
 - Scholarship Payment
 - Newsletter Template (MS Word)
 - Membership report and roster