

Deadlines for State Association Presidents

Send Information To:

NACAA Treasurer

- Member associations will pay membership dues to Treasurer of NACAA on or immediately after January 1 (NACAA By-laws Article II, Section 1).
- Voting Delegates and Distinguished Service Awards/Achievement Awards (DSA/AA) eligibility determined by membership as of March 15.

NACAA Council Chairs

- Applications for Open NACAA Committee Chair and Vice Chair Positions due to Council Chairs by March 1.

NACAA Vice President

- Applications for Open NACAA Council Chair Position due to Vice President by March 1.
- A list of the State Committee Chairs is due by the end of NACAA Annual Meeting and Professional Improvement Conference (NACAA AM/PIC). Forms will be e-mailed to presidents before the AM/PIC and will be available on the NACAA website.

NACAA Secretary

- Information for the **State Officers Directory Update** will be solicited by NACAA Secretary at the NACAA AM/PIC. Forms will be provided requesting the following information: State President, President Elect, Vice President, Secretary, and Treasurer as well as their contact information.
- Forms will be available on the NACAA website if you need to update this information at any time. Following the AM/PIC, the NACAA Secretary will prepare a list and send it out to State Presidents for confirmation by December. A request for updated information will be sent to State Presidents in May.
- State Presidents will be asked to review **Past National Officers Addresses** in May to confirm current addresses.
- The NACAA Secretary has been instructed to include all Past Board Members including Directors on the Past National Officers address list. Please add the names of any Past Regional NACAA Directors from your state to the form listed above under "others not listed" or list them on the back of the form.
- **Voting Delegates List** will be updated at least 60 days prior to the upcoming AM/PIC. State Presidents will receive a request from the NACAA Secretary for this information. These names must be returned to the NACAA Secretary 45 days prior to the AM/PIC to ensure delegates receive the Call Letter and information relative to the Voting Delegate Session. Changes can be made as needed up to the AM/PIC, but those delegates may not receive all of the related information.
- State Presidents should notify NACAA Secretary of any **Retiring Past National Officers** from their state. Past National Officers receive a courtesy Life Membership from NACAA.

NACAA Electronic Communications Coordinator

- State Presidents should notify Electronic Communications Coordinator (ECC) of changes in State Presidents whenever changes occur. The ECC will regularly send out updates to keep the State Presidents Email mailing list current.