

Responsibility Calendar 2006-2007 copy the individuals indicated		Vice Chair Committee Operations (VCCO)	Staff Counsel	Council Director	Committee V-Cs and Last Retiring Chair	Subcommittee Chairs	Council Members	Director of Meetings	Assistant Staff Director - Publications	Other (as shown)
Date	Event									
April/May	Begin planning and organizing committee									
	Outgoing Chair assists with incoming Chair during transition									
April 15	Due: Proposals to the Treasury Business Plan	1	1	1	1				1	
April 23	Due: Materials for May Meeting	1	1	1						1
April 30	Due: Council Director Reports and agenda items. [Other copy to Section Director.]									
May 10	Incoming Officers and Council Orientation									
May 10	Officers and Council Meeting									
May Meeting	Hold meeting of committee.									
May 10-12	Attend Incoming Chairs' and Vice-Chairs Breakfast Workshop. VCCO One-on-One Meetings									
May 31	Due: Proposed written plan (incoming Chairs only) or Mid-term report (continuing Chairs only). [Other copies to Chair-Elect, VCCO designee, Council Director designee]	1	1	1	1					1
	Due: Committee Chair appointments of all Subcommittee Chairs and Professional Services Liaisons, if desired for coming year; or Continuing Chair confirmation of names of Professional Services Liaisons and Subcommittee Chairs. (Other copy to Chair-Elect.)	1	1	1						
	Due: Review of all legislative and administrative recommendations that have been adopted as ABA or Section Policy	1	1	1						
	Assign Committee's Important Development Report Author(s)							1		
June 7	Due: Preliminary Spotlight for Fall Meeting									1
June 7	Due: Deadline for Submitting Guest Requests (other copy to the Section Headquarter Executive Assistant, Ilyssa Parker)									
June 23	Council Directors' Conference Call with VCCO									
July 1	Send first communication to committee members. 6.7									
	Incoming Chairs poll committee members for subcommittee preferences									
July 30	Due: Council Agenda Items [other copy to Section Director]	1	1	1						1
July	Write to each Subcommittee Chair about the work of the Subcommittee and remind them of due dates for committee programs.	1	1	1						
August 2	Due: Final Spotlight for Fall Meeting							1		
August 22	Council Directors' Conference Call with VCCO									
September 4	Due: Written Materials for Fall Meeting Section Programs								1	
September	Due: Committee project summaries chart	1	1							
September 17	Due: Council Director Reports and agenda items. [Other copy to Section Director.]	1	1							1

Responsibility Calendar 2007-2008 copy the individuals indicated		Vice Chair Committee Operations (VCCO)	Staff Counsel / Committees	Council Director	Committee V-Cs and Last Retiring Chair	Subcommittee Chairs	Council Members	Director of Meetings	Assistant Staff Director - Publications	Other (as shown)
Date	Event									
September 27	Officers and Council Meeting									
Fall Meeting September 27-29	Hold meeting of committee.									
	Attend Chairs' and Vice-Chairs Breakfast Workshop.									
	VCCO One-on-One Meetings									
October 4	Due: Preliminary Spotlights for Midyear Meeting						1			
October	Due: Annual office expense reimbursement information. [other copy to Executive Administrative Assistant Ilyssa Parker]								1	
October 10	Council Directors' Conference Call with VCCO									
November 16	Due: Midyear Meeting guest request. [other copy to Executive Administrative Assistant Ilyssa Parker]								1	
November 19	Due: Final Spotlights for Midyear Meeting						1			
December	Distribute committee agenda and meeting notice for Midyear Meeting									
December	Council Directors' Conference Call with VCCO									
December 28	Due: Committee handouts for Midyear Meeting									
2008										
January 7	Due: Council Meeting agenda items. [Other copy to Section Director.]	1	1	1						1
January 17	Officers and Council Meeting									
Midyear Meeting January 17-19	Hold meeting of committee.									
	Attend Chairs' and Vice-Chairs' Breakfast									
January 21	Due: Preliminary Spotlight for May Meeting						1			
January 23	Council Directors' Conference Call with VCCO									
February 1	Due: "Important Developments". Email to Assistant Staff Director Publications(Other copies to Teaching Taxation's Important Developments Subcommittee Chair, Vice-Chair (Publications), Committee Chair.)							1	1	
February 22	Due: May meeting guest request. [Other copies Executive Administrative Assistant Ilyssa Parker.]									
March 6	Due: Final committee spotlights for May Meeting						1			
March 26	Council Directors' Conference Call with VCCO									
April 15	Due: Project Summaries Chart	1	1							

Responsibility Calendar 2008-2009 copy the individuals indicated		Vice Chair Committee Operations (VCCO)	Staff Counsel / Committees	Council Director	Committee V-Cs and Last Retiring Chair	Subcommittee Chairs	Council Members	Director of Meetings	Assistant Staff Director - Publications	Other (as shown)
Date	Event									
April/May	Begin planning and organizing committee									
	Outgoing Chair assists with incoming Chair during transition									
April 15	Due: Proposals to the Treasury Business Plan	1	1	1						
April 22	Due: Materials for May Meeting								1	
April 25	Due: Council Director Reports and agenda items. [Other copy to Section Director.]									
May 8	Incoming Officers and Council Orientation									
May 8	Officers and Council Meeting									
May Meeting	Hold meeting of committee.									
May 8-10	Attend Incoming Chairs' and Vice-Chairs Breakfast Workshop. VCCO One-on-One Meetings									
May 22	Due: Fall Meeting Preliminary Spotlight									
May 30	Due: Proposed written plan (incoming Chairs only) or Mid-term report (continuing Chairs only). [Other copies to Chair-Elect, VCCO designee, Council Director designee]	1	1	1						1
May 30	Due: Committee Chair appointments of all Subcommittee Chairs and Professional Services Liaison, if desired for coming year; or Continuing Chair confirmation of names of Professional Services Liaison and Subcommittee Chairs. (Other copy to Chair-Elect.)	1	1							1
	Due: Review of all legislative and administrative recommendations that have been adopted as ABA or Section Policy	1	1	1						
	Assign Committee's Important Development Report Author(s)									
June	Due: Deadline for Submitting Guest Requests (other copy to the Section Headquarter Executive Assistant, Ilyssa Parker)									1
July	Send first communication to committee members. 6.7									
	Incoming Chairs poll committee members for subcommittee preferences									
	Council Directors' Conference Call with VCCO									
July	Due: Council Agenda Items	1	1	1						
July	Write to each Subcommittee Chair about the work of the Subcommittee and remind them of due dates for committee programs.									
July 17	Due: Final Spotlight for Fall Meeting							1		
	Due: Written Materials for Fall Meeting Section Programs								1	
September	Due: Committee project summaries chart	1	1	1						
September 1	Due: Council Director Reports and agenda items. [Other copy to Section Director.]	1	1	1						1

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Date	Event									
September 11	Officers and Council Meeting									
Fall Meeting September 11-13	Hold meeting of committee. Attend Chairs' and Vice-Chairs Breakfast Workshop. VCCO One-on-One Meetings									
October	Due: Preliminary Spotlights for Midyear Meeting						1			
October	Due: Annual office expense reimbursement information. [other copy to Executive Administrative Assistant Ilyssa Parker]								1	
November	Due: Midyear Meeting guest request. [other copy to Executive Administrative Assistant Ilyssa Parker]								1	
November	Due: Final Spotlights for Midyear Meeting						1			
	Distribute committee agenda and meeting notice for Midyear Meeting									
December	Council Directors' Conference Call with VCCO							1		
December 19	Due: Committee handouts for Midyear Meeting									
2009										
January 2	Due: Council Meeting agenda items. [Other copy to Section Director.]									
January 8	Officers and Council Meeting									
Midyear Meeting January 8-10	Hold meeting of committee. Attend Chairs' and Vice-Chairs' Breakfast									
January	Due: Preliminary Spotlights for May Meeting									
February 1	Due: "Important Developments". Email to Assistant Staff Director Publications(Other copies to Teaching Taxation's Important Developments Subcommittee Chair, Vice-Chair (Publications), Committee Chair.)							1	1	
February	Due: May meeting guest request. [Other copies Executive Administrative Assistant Ilyssa Parker.]									
March	Due: Final committee spotlights for May Meeting						1		1	
April 15	Due: Project Summaries Chart	1	1	1						

