

HAWAII SECTION - THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS  
 SCHEDULE OF ANNUAL EVENTS

Updated: 10/14/98

ACTIVITY	RESPONSIBLE PARTY	MONTHS OF THE SOCIETY CALENDAR YEAR															
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE				
New Officers Installed	Officers	X															
Conflict of Interest Form Submitted (July 1) **	New Chairperson	X															
Annual Reports Sent to Region Ofc (Sept 1) ** (Unit Operation Budget/Plan & Annual Financial Report + Unit Program Report)	Past Chair./Treas.	X-->	C-->	-->X													
Program for the Year Assembled	Vice Chair.	X-->	-->X														
Receive Operating Monies	Treasurer			X-->	-->X												
Fall Montgomery Design Competition	Chairperson					X											
Nominate Officers for the Next Year	Exec. Comm.			X													
Mail Ballots & Survey to Members	Exec. Comm.					X											
Volunteers for Committee Chairpersons	Exec. Comm.					X-->	-->X										
Announce Election Results	Exec. Comm.									X							
Officers & Committee List to Region (May 15) **	Chairperson										X-->	C-->	-->X				
Montgomery Fdn Trustee signatures updated	Exec. Comm.										X-->	C-->	-->X				
PE Review Session & Planning	Prof. Dev. Chair.					X-->	C-->	-->X									
TEAMS Competition Participation	Section					X-->	C-->	-->X									
MathCounts Participation	Section							X			X						
Nominations for Eng. of Yr. & Retired Eng.	Hon/Awa Chair					X-->	C-->	-->X									
Engineers Week Banquet	Section								X								
National Agenda Items Review	Exec. Comm.									X							
RAC--Chair. Elect & Vice Chair Elect	New Chair & VC													X			
HI Sect. Design/Proj. Award Deadline (April 30)	Hon/Awa Chair.													X			
Spring Montgomery Design Competition	Chairperson															X	
HI Section Annual Banquet	Exec. Comm.																X

LEGENDS: X = start/end activity, X--> = start activity, C--> = continue activity, -->X = end activity, \*\* = refer to "Local Leadership Toolbox"