

## Professional Development

### January

- Committee Conference Call
- Open registration for Director's Drive-in Workshop
- Every 2-3 years, Leadership Symposium one day event
- Start organizing Support Staff Workshop for late March
- Start working on Spring IASFAA Conference
  - Newcomers/Mentors
  - Scholarships
  - Possible FA101 Sessions
  - Credential Training

### February

- Host Director's Drive-in Workshop
- Committee Conference Call
- Continue work on Support Staff Workshop

### March

- Open conference scholarship application
- Host Support Staff Workshop

### April

- Spring IASFAA Conference
  - Award conference scholarship before conference registration deadline
  - Arrange mentors for newcomers at conference
  - Work with Program Committee to determine if reserved tables necessary for newcomers and mentors at lunch/breakfast
  - Put a plug in for MASFAA Summer Institute
- Award MASFAA Summer Institute Scholarship
- Every 2-3 years Leadership Symposium final meeting/graduation prior to conference

### May

- Notify IASFAA members about scholarships for MASFAA Summer Institute
- Award MASFAA Summer Institute scholarships at end of month

### June

- Exec. Council Retreat
- Request payment for MASFAA Summer Institute Scholarship (work with Treasurer)

July

- Every 2-3 years Leadership Symposium will be held. Start planning; work with Past President and President to determine faculty, location etc. Call for nominations/registration
- Work with Program Committee for Fall One-Day Training

August

- Committee Conference Call
- Continue working on fall training

September

- Continue Fall training work
- Committee Conference Call

October

- Every 2-3 years first meeting of Leadership Symposium (3-4 days required)

November

December

- Start planning Director's Drive-in Workshop for February; date, time, location.